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HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER P1080.39B

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADMINISTRATIVE INSTRUCTIONS FOR MANPOWER MANAGEMENT
SYSTEM OF HEADQUARTERS MARINE CORPS (SHORT TITLE: AIMMS)

Ref: (a) MCO P1080.35 (PRIM)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate guidance and administrative instructions to all personnel of Headquarters staff agencies, Marine Corps Institute (MCI), and the Department of the Navy Central Adjudication Facility (DON CAF) with respect to their responsibilities regarding unique input of data into the Marine Corps Total Force System (MCTFS).

2. Cancellation. MCO P1080.39A.

3. Information. The procedures contained in this Manual have been developed to support the entry of data into the MCTFS by Headquarters staff agencies, MCI, and DON CAF in a uniform manner which will complement field input procedures contained in the reference.

4. Summary of Changes. This Manual has been reformatted and contains a substantial number of changes as shown below, and must be completely reviewed. The following is a concise listing of these changes:

a. Updates TTC/SEQ numbers to all entries throughout this Manual.

b. Deletes reference to Lineal Footnotes LDO/WO.

c. Deletes reference to Minimum Active Duty Base Date, Minimum Date of Rank, Composite Score Computation Cutoff Date.

d. Deletes reference to Redesignation of First Sergeant or Master Sergeant.

e. Adds reporting instructions for Regular/Reserve personnel retirement.

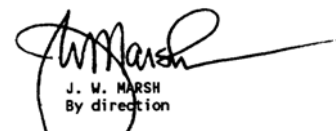
f. Adds reporting instructions for Foreign Language Proficiency Pay (FLPP).

g. Adds reporting instructions for Reserve Component Survivor Benefit Plan (RCSBP).

5. Recommendations. Recommendations concerning this Manual are invited, and should be submitted to the CMC (MI), via the appropriate chain of command.

6. Certification. Reviewed and approved this date.

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

CONTENTS

CHAPTER	
1	GENERAL
2	HQMC UNIQUE <u>DATA ELEMENT</u> INPUT RESPONSIBILITY
3	HQMC UNIQUE UNIT DIARY REPORTING OF INDIVIDUAL <u>DATA ELEMENTS</u>
4	BY-NAME ORDERS PROCESS
5	DATA CHANGE CARDS
INDEX	

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	1001	1-3
RESPONSIBILITY FOR SYSTEMS MANAGEMENT AND OPERATION	1002	1-3
SPECIFIC RESPONSIBILITIES	1003	1-3

CHAPTER 1

GENERAL

1001. INTRODUCTION. This Manual establishes procedures to be used at Headquarters Marine Corps, Marine Corps Institute, and the Department of the Navy Central Adjudication Facility for reporting data into the Marine Corps Total Force System (MCTFS). This Manual is to be used in conjunction with MCO P1080.35 (PRIM), MCO P1080.20 (MCTFSCODESMAN), and MCO P1080.33 (MISSO MANUAL).

1002. RESPONSIBILITY FOR SYSTEMS MANAGEMENT AND OPERATION

1. Managers at all levels are responsible for executing that portion of this Manual relating to their assigned functions.
2. The Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA), under the direction of the Commandant of the Marine Corps, is responsible for policy development of the MCTFS.
3. The Director, Manpower Management Information Systems Division (MI) and the Fiscal Director of the Marine Corps (RFL) are responsible for the functional management of the MCTFS.
4. The Director, Command, Control, Communications and Computer (C4) Systems Division is the technical manager of MCTFS and is responsible for data processing operations in support of the MCTFS.

1003. SPECIFIC RESPONSIBILITIES. The DC/S M&RA (MI) is responsible for providing assistance to Headquarters staff agencies, MCI, and DON CAF concerning reporting procedures, researching and resolving the MCTFS system reporting problems. Problem sheets with supporting documentation should be forwarded to the DC/S M&RA (MI) for reconciliation.

CHAPTER 2

HQMC UNIQUE DATA ELEMENT INPUT RESPONSIBILITY

	<u>PARAGRAPH</u>	<u>PAGE</u>
<u>DATA ELEMENT</u> INPUT RESPONSIBILITY	2001	2-3
REPORTING UNIT CODES (RUC) ASSIGNMENT	2002	2-3

FIGURE

2-1 <u>DATA ELEMENT</u> RESPONSIBILITY LIST	2-4
	2-1

CHAPTER 2

HQMC UNIQUE DATA ELEMENT INPUT RESPONSIBILITY

2001. DATA ELEMENT INPUT RESPONSIBILITY. The Headquarters staff agencies having responsibility for establishment and maintenance of the data elements outlined in chapter 3 of this Manual are listed in figure 2-1. Control of Headquarters-unique items is the primary reporting responsibility of Headquarters Marine Corps. Although this Headquarters has the capability to change other data elements, the field RU retains the primary reporting responsibility. The capability of Headquarters Marine Corps RU's to change data which normally is field oriented (for example, MCC or strength category) must be applied judiciously and only after careful research to ensure that erroneous data are not entered.

2002. REPORTING UNIT CODES (RUC) ASSIGNMENT. The assignment of RUC's to the branches or section offices responsible for preparation of input data to the MCTFS is contained in MCO P1080.20.

<u>DATA ELEMENT</u>	AIMMS	
	<u>REFERENCE/ PARAGRAPH</u>	<u>RESPONSIBLE OFFICE/AGENCY</u>
Active Naval Service Base Date . . .	3102	MMPR-1
Alternate Primary Military Occupational Specialty (APMOS) . . .	3103	MMOA
Advanced Geo-Location Code (AGLC) and Advanced Geo-Location Estimated Date of Arrival (AGLC-EDA)	3104	MMOA/MMEA/RAM
Advanced Monitored Command Code/Advanced Monitored Command Code EDA (AMCC EDA)	3105	MMOA/MMEA/RAM
Armed Services Vocational Aptitude Battery (ASVAB).	3106	MA
Army Radio Code (ARC).	3107	MA
Automated Orders Writing Process (AOWP)	3108	MMOA/MMEA/RAM
Aviation Service Entry Date (ASED) .	PRIM	MMOA-2
Basic Allowance for Quarters (BAQ) .	3109	MHP-20
Casualty Status.	3110	MHP-10
Composite Score.	3111	MMPR
Computerized Adaptive Version of the ASVAB (CAT-ASVAB)	3112	MA
Contract Legal Agreement (Officers Only).	3113	MMOA/MCRC (MROA)
Cryptological Diagnostic Examination (CDE)	3114	MA
Cutting Score Table.	3115	MMPR-2
Date of Acceptance First Commission Marine Corps (Initial Appointment Only)	3116	MCRC (MROA)
Date Designated Military Pilot/Naval Flight Officer	3117	MMOA
Date of Acceptance of Current Officer Appointment.	3118	MCRC (MROA)
Date of Rank (DOR)	3119	MMPR
Date of Rank First Commission, Limited Duty Officer	3120	MCRC (MROA)
Date of Rank First Commission, Marine Corps	3121	MCRC (MROA)
Defense Language Aptitude Battery (DLAB)	3122	MA
Defense Language Proficiency Test II (DLPT II)	3123	MA
Defense Language Proficiency Test III (DLPT III)	3124	MA
Defense Language Proficiency Test IV (DLPT IV).	3125	MA
Department of Defense Adaptability Screening Test (DoD ADAPT)	3126	MA

Figure 2-1.--Data Element Responsibility List.

<u>DATA ELEMENT</u>	<u>REFERENCE/ PARAGRAPH</u>	<u>RESPONSIBLE OFFICE/AGENCY</u>
Department of the Navy Central Adjudication Facility (DON CAF) Security Clearance Action.	3127	DON CAF
Dependency Status.	3128	MHP-20
Designated Category.	3129	MMOA-2
Draw Case Code (DCC)	3130	MMOA/MMEA/RAM
Electronic Data Processing Test (EDPT)	3131	MA
Estimated Date of Arrival (EDA). . .	3132	MMOA/MMEA/RAM
Flow Through History Statements. . .	3133	ANY HQ RUC
Foreign Language Proficiency Pay (FLPP)	3134	MA
Future Geographical Location Code (FGLC)	3135	MMOA/MMEA/RAM
Future Geo-Location Current Tour Began Date (FGEO DCTB)	3136	MMOA/MMEA/RAM
Future Tour Control Factor (FTCF). .	3137	MMOA/MMEA/RAM
General Classification Test (GCT). .	3138	MA
Geo-Location Code (GLC).	3139	MMOA/MMEA/RAM
Geo-Location Date Current Tour Began GEO DCTB).	3140	MMOA/MMEA/RAM
Grade Correction/Adjustments	3141	MMPR-1/2
Intended Military Occupational Specialty (IMOS)	3142	MMOA/MMEA/RAM
Intended Transfer Date (ITD)	3143	MMOA/MMEA/RAM
Intermediate Monitored Command Code EDA (IMCC EDA).	3144	MMOA/MMEA/RAM
Joint Military Occupational Specialty (JMOS)	3145	MMOA
Language Proficiency Test (LPT). . .	3146	MA
Last Monitored Command Code (LMCC) .	3147	MMOA/MMEA/RAM
Last Monitored Command Code Date Detached (LMCCDD).	3148	MMOA/MMEA/RAM
Lineal Control Number, Permanent Grade Warrant Officer.	3149	MMPR-1
Lineal Control Number Present Grade (Officer).	3150	MMPR-1
Lineal Footnotes	3151	MMPR-1
Marine Corps Institute (MCI) Courses.	3152	MCI
Medical Service Group/Authorization Held	3153	MMOA-2

Figure 2-1.--Data Element Responsibility List--Continued.

<u>DATA ELEMENT</u>	<u>REFERENCE/ PARAGRAPH</u>	<u>RESPONSIBLE OFFICE/AGENCY</u>
Missing In Action (MIA).	3154	MHP-10
Monitored Command Code, Present. .	3155	MMOA/MMEA/RAM
Months Attended A Service Academy.	3156	MMOA
Officer Service Date (OSD)	PRIM	MMOA-2
Operational Flying Gates (OPFLY Gates)	3157	MMOA-2
Operational Flying Time (OPFLY Time).	3158	MMOA-2
Permanent Change of Station Code (PCSC)	3159	MMOA/MMEA/RAM
Permanent Grade.	3160	MMPR-1/2
Precedence Number.	3161	MMEA
Preference of Duty	3162	MMPE
Present Tour Control Factor (PTCF)	3163	MMOA/MMEA/RAM
Projected Training Completion Date/ Intended Military Occupational Specialty (PTCD/IMOS).	3164	MMOA/MMEA/RAM
Promotions Present Grade	3165	MMPR-1
Reason For Transfer Code (RFTC). .	3166	MMOA/MMEA/RAM
Reason For Transfer Flag (RFTF). .	3167	MMOA/MMEA/RAM
Running Mate	3168	MMPR-3
School Entry	3169	MA
Selected Grade	3170	MMPR
Selected Grade Status (To SNCO and Officer)	3171	MMPR-1/2
Selected Grade Status (To Private First Class through Sergeant). . .	3172	MMPR-2
Service Date	3173	MMPR-1
Source of Entry.	3174	MCRC (MROA)
Special Grade Data	3175	MMPR-1/MMPR-2
Status Change (Administrative) (Officers Only).	3176	MCRC (MROA)
Training/School Obligation Date. .	3177	MMOA
Waiver Flag (Formerly Aeronautical Flag).	3178	MMOA/MMEA/RAM

Figure 2-1.--Data Element Responsibility List--Continued.

<u>DATA ELEMENT</u>	<u>REFERENCE/ PARAGRAPH</u>	<u>RESPONSIBLE OFFICE/AGENCY</u>
Advancement Grade.	3201	MMSR
Approved Reserve Retirement with Pay.	3202	MMSR
Approved Resignation Effective Date	3203	MMSR
Approved Resignation with Reserve Commission Effective Date.	3204	MMSR
Approved Resignation without Reserve Commission Effective Date	3205	MMSR
Approved Retirement Reserve Awaiting Pay	3206	MMSR
Approved Retirement Reserve without Pay Effective Date	3207	MMSR
Approved Transfer to the Permanent Disability Retired List.	3208	MMSR
Approved Transfer to the Temporary Disability Retirement List	3209	MMSR
Career Inactive Duty Points.	3210	MMSR
Combat Related Disability.	3211	MMSR
Discharge Approved Effective Date	3212	MMSR
Discharge Approved Retain Veterans Administration	3213	MMSR
Discharge Approved with Severance Veterans Administration.	3214	MMSR
Discharge Approved Without Severance Pay	3215	MMSR
Discharge Disapproved Authority Paragraph.	3216	MMSR
Heroism Pay Flag	3217	MMSR
Mandatory Retirement/Separation Date	3218	MMSR
Mental Incompetency Flag	3219	MMSR
Percent Disability	3220	MMSR
Physical Evaluation Board Index Number	3221	MMSR
Request FMCR/Retirement that has been Approved	3222	MMSR
Request FMCR/Resignation/Retirement that has been Disapproved.	3223	MMSR
Request FMCR/Resignation/Retirement that are Pending	3224	MMSR
Request Held in Abeyance	3225	MMSR
Request RMCR/Resignation/Retirement that has been Withdrawn.	3226	MMSR
Request Component Survivor Benefit Plan (RCSBP)	3227	MMSR
Reserve Retirement Request Pending Reenlistment/Extension/Retirement Flag	3228	MMSR
Retirement Eligibility Requirement Met.	3229	MMSR
Retired Pay Grade Code	3230	MMSR
Retirement/Separation Law Code . .	3231	MMSR
Sent 20 Year Letter Effective Date	3232	MMSR
Start Suspended Status Effective Date	3233	MMSR

Figure 2-1.--Data Element Responsibility List--Continued.

<u>DATA ELEMENT</u>	<u>REFERENCE/ PARAGRAPH</u>	<u>RESPONSIBLE OFFICE/AGENCY</u>
Temporary Disability Retired List to Fleet Marine Corps Reserve Effective Date	3234	MMSR
Temporary Disability Retired List to Permanent Disability Retired List.	3235	MMSR
Temporary Disability Retired List to Retired Effective Date . .	3236	MMSR
Total Active Constructive Service.	3237	MMSR
Total Active Military Service. . .	3238	MMSR
Total Career Service Pay	3239	MMSR
Total Commissioned Service	3240	MMSR
Total Constructive Service	3241	MMSR
Total Cruise Service	3242	MMSR
Total Inactive Service	3243	MMSR
Total Military Service	3244	MMSR
Total Multiplier Service	3245	MMSR
Total Qualifying Service	3246	MMSR
Veterans Administration Code . . .	3247	MMSR

Figure 2-1.--Data Element Responsibility List--Continued.

HQMC UNIQUE UNIT DIARY REPORTING OF INDIVIDUAL DATA ELEMENTS

SECTION 1: UNIT DIARY REPORTING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	3100	3-5
UNIT DIARY PREPARATION	3101	3-5
ACTIVE NAVAL SERVICE BASE DATE (TEMPORARY/ PERMANENT LDO’S ONLY)	3102	3-5
ALTERNATE PRIMARY MILITARY OCCUPATIONAL SPECIALTY (APMOS)	3103	3-5
ADVANCED GEO-LOCATION CODE (AGLC) AND ADVANCED GEO-LOCATION ESTIMATED DATE OF ARRIVAL (AGLC-EDA).	3104	3-6
ADVANCED MONITORED COMMAND CODE/ADVANCED MONITORED COMMAND CODE EDA (AMCC EDA)	3105	3-6
ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)	3106	3-7
ARMY RADIO CODE (ARC)	3107	3-8
AUTOMATED ORDERS WRITING PROCESS (AOWP) . . .	3108	3-8
BASIC ALLOWANCE FOR QUARTERS (BAQ).	3109	3-9
CASUALTY STATUS	3110	3-10
COMPOSITE SCORE	3111	3-10
COMPUTERIZED ADAPTIVE VERSION OF THE ASVAB (CAT-ASVAB)	3112	3-10
CONTRACT LEGAL AGREEMENT (OFFICERS ONLY). . .	3113	3-11
CRYPTOLOGICAL DIAGNOSTIC EXAMINATION (CDE). .	3114	3-11
CUTTING SCORE TABLE	3115	3-11
DATE ACCEPTANCE FIRST COMMISSION, MARINE CORPS (INITIAL APPOINTMENT ONLY).	3116	3-12
DATE DESIGNATED MILITARY PILOT/NAVAL FLIGHT OFFICER	3117	3-12
DATE OF ACCEPTANCE OF CURRENT OFFICER APPOINTMENT	3118	3-12
DATE OF RANK.	3119	3-12
DATE OF RANK FIRST COMMISSION, LIMITED DUTY OFFICER	3120	3-12
DATE OF RANK FIRST COMMISSION, MARINE CORPS .	3121	3-13
DEFENSE LANGUAGE APTITUDE BATTERY (DLAB). . .	3122	3-13
DEFENSE LANGUAGE PROFICIENCY TEST II (DLPT II)	3123	3-13
DEFENSE LANGUAGE PROFICIENCY TEST III (DLPT III).	3124	3-14
DEFENSE LANGUAGE PROFICIENCY TEST IV (DLPT IV)	3125	3-14
DEPARTMENT OF DEFENSE ADAPTABILITY SCREENING TEST (DOD ADAPT)	3126	3-15
DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DON CAF)	3127	3-15
DEPENDENCY STATUS	3128	3-16
DESIGNATED CATEGORY	3129	3-16
DRAW CASE CODE (DCC).	3130	3-17

	<u>PARAGRAPH</u>	<u>PAGE</u>
ELECTRONIC DATA PROCESSING TEST (EDPT) . . .	3131	3-17
ESTIMATED DATE OF ARRIVAL (EDA)	3132	3-18
FLOW THROUGH HISTORY STATEMENTS	3133	3-18
FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) . . .	3134	3-18
FUTURE GEOGRAPHIC LOCATION CODE (FGLC). . . .	3135	3-18
FUTURE GEO-LOCATION CURRENT TOUR BEGAN DATE (FGEO DCTB)	3136	3-18
FUTURE TOUR CONTROL FACTOR (FTCF)	3137	3-19
GENERAL CLASSIFICATION TEST (GCT)	3138	3-19
GEO-LOCATION CODE (GLC)	3139	3-19
GEO-LOCATION DATE CURRENT TOUR BEGAN (GEO DCTB).	3140	3-19
GRADE CORRECTION/ADJUSTMENTS.	3141	3-20
INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS).	3142	3-20
INTENDED TRANSFER DATE (ITD).	3143	3-21
INTERMEDIATE MONITORED COMMAND CODE/ INTERMEDIATE MONITORED COMMAND CODE EDA (IMCC EDA).	3144	3-21
JOINT MILITARY OCCUPATIONAL SPECIALTY (JMOS). .	3145	3-21
LANGUAGE PROFICIENCY TEST (LPT)	3146	3-22
LAST MONITORED COMMAND CODE (LMCC).	3147	3-22
LAST MONITORED COMMAND CODE DATE DETACHED (LMCCDD).	3148	3-23
LINEAL CONTROL NUMBER, PERMANENT GRADE WARRANT OFFICER	3149	3-23
LINEAL CONTROL NUMBER PRESENT GRADE (OFFICER)	3150	3-23
LINEAL FOOTNOTES	3151	3-23
MARINE CORPS INSTITUTE (MCI) COURSES.	3152	3-24
MEDICAL SERVICE GROUP/AUTHORIZATION HELD . .	3153	3-24
MISSING IN ACTION (MIA)	3154	3-25
MONITORED COMMAND CODE, PRESENT	3155	3-25
MONTHS ATTENDED A SERVICE ACADEMY	3156	3-25
OPERATIONAL FLYING GATES (OPFLY GATES). . . .	3157	3-25
OPERATIONAL FLYING TIME (OPFLY TIME).	3158	3-26
PERMANENT CHANGE OF STATION CODE (PCSC) . . .	3159	3-26
PERMANENT GRADE	3160	3-26
PRECEDENCE NUMBER	3161	3-27
PREFERENCE OF DUTY.	3162	3-27
PRESENT TOUR CONTROL FACTOR (PTCF).	3163	3-27
PROJECTED TRAINING COMPLETION DATE/ INTENDED MILITARY OCCUPATIONAL SPECIALTY (PTCD/IMOS)	3164	3-27

	<u>PARAGRAPH</u>	<u>PAGE</u>
PROMOTIONS PRESENT GRADE.	3165	3-28
REASON FOR TRANSFER CODE (RFTC)	3166	3-29
REASON FOR TRANSFER FLAG (RFTF)	3167	3-29
RUNNING MATE.	3168	3-30
SCHOOL ENTRY.	3169	3-30
SELECTED GRADE CODE (HQMC).	3170	3-31
SELECTED GRADE STATUS (TO SNCO AND OFFICER) .	3171	3-31
SELECTED GRADE STATUS (TO PRIVATE FIRST CLASS THROUGH SERGEANT)	3172	3-31
SERVICE DATE	3173	3-32
SOURCE OF ENTRY	3174	3-32
SPECIAL GRADE DATA.	3175	3-32
STATUS CHANGES (ADMINISTRATIVE) (OFFICERS ONLY)	3176	3-33
TRAINING/SCHOOL OBLIGATION DATE	3177	3-35
WAIVER FLAG (FORMERLY AERONAUTICAL FLAG). . .	3178	3-36

SECTION 2: UNIT DIARY REPORTING FOR REGULAR/RESERVE
RETIREMENT

GENERAL	3200	3-37
ADVANCEMENT GRADE	3201	3-37
APPROVED RESERVE RETIREMENT WITH PAY.	3202	3-37
APPROVED RESIGNATION EFFECTIVE DATE	3203	3-37
APPROVED RESIGNATION WITH RESERVE COMMISSION EFFECTIVE DATE.	3204	3-37
APPROVED RESIGNATION WITHOUT RESERVE COMMISSION EFFECTIVE DATE	3205	3-38
APPROVED RETIREMENT RESERVE AWAITING PAY. . .	3206	3-38
APPROVED RETIREMENT RESERVE WITHOUT PAY EFFECTIVE DATE.	3207	3-38
APPROVED TRANSFER TO THE PERMANENT DISABILITY RETIRED LIST.	3208	3-38
APPROVED TRANSFER TO THE TEMPORARY DISABILITY RETIREMENT LIST	3209	3-39
CAREER INACTIVE DUTY POINTS	3210	3-39
COMBAT RELATED DISABILITY	3211	3-39
DISCHARGE APPROVED EFFECTIVE DATE	3212	3-39
DISCHARGE APPROVED RETAIN VETERANS ADMINISTRATION	3213	3-39
DISCHARGE APPROVED WITH SEVERANCE VETERANS ADMINISTRATION	3214	3-40
DISCHARGE APPROVED WITHOUT SEVERANCE PAY. . .	3215	3-40
DISCHARGE DISAPPROVED AUTHORITY PARAGRAPH . .	3216	3-40
HEROISM PAY FLAG.	3217	3-40

AIMMS		
	<u>PARAGRAPH</u>	<u>PAGE</u>
MANDATORY RETIREMENT/SEPARATION DATE.	3218	3-40
MENTAL INCOMPETENCY FLAG.	3219	3-40
PERCENT DISABILITY.	3220	3-41
PHYSICAL EVALUATION BOARD INDEX NUMBER.	3221	3-41
REQUEST FMCR/RETIREMENT THAT HAS BEEN APPROVED.	3222	3-41
REQUEST FMCR/RESIGNATION/RETIREMENT THAT HAS BEEN DISAPPROVED	3223	3-41
REQUEST FMCR/RESIGNATION/RETIREMENT THAT ARE PENDING	3224	3-41
REQUEST FMCR/RESIGNATION/RETIREMENT THAT HAS BEEN WITHDRAWN.	3225	3-42
REQUEST HELD IN ABEYANCE.	3226	3-42
REQUEST COMPONENT SURVIVOR BENEFIT PLAN (RCSBP)	3227	3-42
RESERVE RETIREMENT REQUEST PENDING REENLISTMENT/EXTENSION/RETIREMENT FLAG	3228	3-43
RETIREMENT ELIGIBILITY REQUIREMENT MET.	3229	3-43
RETIRED PAY GRADE CODE.	3230	3-43
RETIREMENT/SEPARATION LAW CODE.	3231	3-43
SENT 20 YEAR LETTER EFFECTIVE DATE.	3232	3-44
START SUSPENDED STATUS EFFECTIVE DATE	3233	3-44
TEMPORARY DISABILITY RETIRED LIST TO FLEET MARINE CORPS RESERVE EFFECTIVE DATE	3234	3-45
TEMPORARY DISABILITY RETIRED LIST TO PERMANENT DISABILITY RETIRED LIST	3235	3-45
TEMPORARY DISABILITY RETIRED LIST TO RETIRED EFFECTIVE DATE	3236	3-45
TOTAL ACTIVE CONSTRUCTIVE SERVICE	3237	3-45
TOTAL ACTIVE MILITARY SERVICE	3238	3-46
TOTAL CAREER SERVICE PAY.	3239	3-46
TOTAL COMMISSIONED SERVICE.	3240	3-46
TOTAL CONSTRUCTIVE SERVICE.	3241	3-46
TOTAL CRUISE SERVICE.	3242	3-46
TOTAL INACTIVE SERVICE.	3243	3-46
TOTAL MILITARY SERVICE.	3244	3-46
TOTAL MULTIPLIER SERVICE.	3245	3-46
TOTAL QUALIFYING SERVICE.	3246	3-47
VETERANS ADMINISTRATION CODE.	3247	3-47

CHAPTER 3

HQMC UNIQUE UNIT DIARY REPORTING OF INDIVIDUAL DATA ELEMENTS

SECTION 1: UNIT DIARY REPORTING

3100. GENERAL. All MCTFS computer records are subject to change or correction resulting from a change in the Marine's status or because previously established information was reported or recorded incorrectly. Changes are made by reporting transactions through the Unit Diary System (UDS). Some transactions may also be reported by submission of a batch data change file. This chapter contains instructions and UD statements required to report these changes.

3101. UNIT DIARY (UD) PREPARATION

- 1. Detailed procedures for completion of the UD are contained in MCO P1080.35, PRIM.
- 2. UD distribution is indicated below:
 - a. Signed original to the unit's file.
 - b. The filed copy will be the processed UD copy.

3102. ACTIVE NAVAL SERVICE BASE DATE (TEMPORARY/PERMANENT LDO'S ONLY)

- 1. This control date is a constructive date computed from active naval service performed as an officer, warrant officer or enlisted person in the Marine Corps or Navy.
- 2. The periods of creditable active naval and Marine Corps service are recorded on the Marine's enlistment contract/ application and/or appointment acceptance and record. The active naval service control date is computed from this information. This date is entered into the MCTFS after appointment to the grade of first lieutenant as an LDO. This date is the control date governing involuntary retirement upon completion of 30 years of active naval service for officers designated for limited duty. The control date should not be confused with the ARMED FORCES ACTIVE DUTY BASE DATE. This Headquarters (MMPR-1) RUC's 54806 and 88711 will input the following statement:

TTC 086 000 ACPNAVSEBASE_____ |
6-digit date_____ |

3103. ALTERNATE PRIMARY MILITARY OCCUPATIONAL SPECIALTY (APMOS)

- 1. This data element has been implemented as an alternative means of increasing officer allocations to traditionally short MOS's. An APMOS will be allocated to each unrestricted officer selected to the grade of captain, in a separate proceeding after the selection process has been completed. The initial reporting of a basic APMOS will be accomplished by this Headquarters (MMOA), RUC 54812. An APMOS will not be reported on enlisted Marines, warrant officers, chief warrant officers, or limited duty officers.
- 2. Use the following statement to report an APMOS:

TTC 169 000 APMOS_____ |
4-digit MOS_____ |

3104. ADVANCED GEO-LOCATION CODE (AGLC) AND ADVANCED
GEO-LOCATION ESTIMATED DATE OF ARRIVAL (AGLC-EDA)

1. This data element identifies the future geographic area which a Marine is projected to be assigned upon completion of a dependents restricted tour. An AGLC may be reported at the time orders are issued to a dependents restricted assignment. Under normal conditions, upon transfer from the restricted assignment, the Advanced Geo-Location Code becomes the Geo-Location Code. When this occurs the AGLC field is set to blank. This element is used in conjunction with Dependents Geo-Location Code for DoD personnel turbulence reporting requirements. The AGLC appears on the BIR as an information item, not subject to field change. When AGLC is reported on the UD and it is known when a Marine can be expected to be transferred to a new geographical area, an EDA may be reported.
2. This Headquarters (MMOA/MMEA/RAM) will use the following statements to change AGLC or AGLC-EDA:

TTC 416 000	AGLC_____	
3-digit code_____		

TTC 424 000	AGLC_____	EDA_____	
3-digit code_____			
4-digit date, (i.e., 9401, 9402. If the AMCC is reported as three zeros report the EDA as four zeros)			

3105. ADVANCED MONITORED COMMAND CODE/ADVANCED MONITORED COMMAND
CODE EDA (AMCC/EDA)

1. The data element "Advanced Monitored Command Code/Advanced Monitored Command Code EDA" represents an intended assignment for the Marine at some future date beyond a projected assignment to a Future Monitored Command Code (FMCC). The code may represent an MCC or a school code where assignment to the school represents a PCS move. The code and associated EDA in year-month format must be future dated beyond any FMCC-EDA, but does not require an FMCC or FMCC-EDA to be present in the record. This data is used for advanced planning purposes up to 48 months in the future. This data may be entered by UD or by-name transfer orders input.
2. This Headquarters (MMOA/MMEA/RAM) will use the following statement to report AMCC-EDA:

TTC 405 000	AMCC_____	EDA_____	
3-digit MCCfrom MCO P1080.20 or three zeros if appropriate			
4-digit date, (i.e., 9401, 9402. If the AMCC is reported as three zeros report the EDA as four zeros)			

3106. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)
(ENLISTED ONLY)

1. Since 1 January 1976, the ASVAB has been administered at the Military Entrance Processing Stations (MEPS) to qualify applicants for enlistment into the Marine Corps Regular and Reserve forces. On 15 November 1976, the ASVAB replaced the Army Classification Battery (ACB-61) at the recruit depots for retesting recruits. Retest scores were used to classify and assign recruits to specific military occupational specialties. On 1 January 1983, testing at the Depot level was discontinued and scores from the original accession ASVAB were used for classification. On 1 October 1984, the ASVAB was replaced by the Armed Forces Classification Test (AFCT) (i.e., General Technical (GT), Electronics (EL), Mechanical Maintenance (MM), Clerical (CL)) for in-service retesting.

2. Both the ASVAB and AFCT scores are resident in the MCTFS record and are maintained by this Headquarters (MA).

3. This Headquarters (MA), RUC's 54803 and 88701, will ensure that ASVAB scores are reported on the following occasions:

- a. Upon reenlistment following separation from AD if separation is not in excess of 180 days.
- b. Upon reestablishment of a missing record from the MCTFS data base.
- c. Upon reconciliation of existing test score discrepancies.

4. Use the following statement to report "RAW" ASVAB 11/12/13/14/15/16/17/18/19, and AFCT scores.

TTC 271 000	ASVAB	GSARWKPC	NOCSASMK	MCEI
6-digit test date (see note)				
3-digit alphanumeric test type. Only the test types shown here are valid: 11A, 11B, 12A, 12B, 13A, 13B, 13C, 14A, 14B, 14C, 14F, 14G, 14H, 15A, 15B, 15C, 15F, 15G, 15H, 16A, 16B, 16F, 16G, 17A, 17B, 17F, 17G, 18A, 18B, 18C, 18F, 18G, 18H, 19A, 19B, 19F, and 19G				
8-digit "RAW" test score in the sequence of test taken. If less than 10 precede with zero. (i.e., 8 will be reported as 08)				
4-digit "RAW" test score in the sequence of test taken. If less than 10 precede with zero. (i.e., 8 will be reported as 08)				

NOTE: If the date recorded in the unit's records is shown as
year and month only, then report the day as 01
the day as 01.

5. Use the following statement to delete AFCT scores:

TTC 271 007	AFCT DELETE TDATE
6-digit test date	

3107. ARMY RADIO CODE (ARC)

1. The ARC is designed to measure aural abilities and sound recall. Authorized changes are controlled by this Headquarters (MA), RUC's 54803 and 88701.
2. Use the following statement to report ARC scores:

TTC 222 001	ARC_____	TEST DATE_____
3-digit test score, if less than 100 precede with a zero (i.e., 99 will be reported as 099)_____		
6-digit test date_____		

3. Use the following statement to delete ARC:

TTC 232 000	ARC DELETE_____
6-digit DOA_____	

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 940201. In all other cases report the full date of the test.
--

3108. AUTOMATED ORDERS WRITING PROCESS (AOWP)

1. The "Automated Orders Writing Process (AOWP)" is defined in MCO 1326.5. The AOWP is designed to allow this Headquarters (MMOA/MMEA/RAM) to forward PCS orders data to a Marine's command via MCTFS. Once PCS orders data is entered into MCTFS via the AOWP, a Permanent Change of Station Orders Report is created during field processing at the appropriate MCTFS SDPI. The PCS Orders Report is addressed to a Command Reporting Unit Code (CRUC), which is the senior RUC of the senior command within an MCC that has the authority to issue PCS orders. The PCS Orders Report contains the orders data for the personnel of that command who are in receipt of PCS orders. MCO P1080.35, contains complete information on the PCS Orders Report. The orders action statement and the accompanying history statement containing the orders data will be reported into MCTFS by this Headquarters.

2. The statement shown below will be used by this Headquarters to report orders data into the MCTFS. The following keywords will be used by this Headquarters to report AOWP data. INIT will indicate the initial entry of orders data; MOD will indicate that orders have been modified while the Marine is still on the rolls of the parent reporting unit; HQMC or ENROUTE will indicate that orders have been modified while the Marine is en route to the new duty station; CANC will indicate that Headquarters Marine Corps will issue orders in another format (not by UD), for example, speedletter or letter-type. Only one of the preceding keywords will be used in a given statement.

TTC 010 000	ORD					INFO	HIST:
Enter either INIT, MOD, CANC, HQMC or ENROUTE, as appropriate							
Enter the CRUC of the Marine's primary MCC							
Enter the CRUC of the Intermediate MCC, if none, enter five zeros, i.e., 00000							
Enter the CRUC of the future MCC							
Enter the CRUC(s) of the command(s) listed as information addressee(s). If there is more than one information addressee, enter the CRUC of each addressee, ensuring that there is a space after each RUC. A maximum of four information addressees can be reported. A field separator must be entered immediately following the last RUC. If there are no information addresses enter a field separator immediately following INFO							
Enter the orders information in the HIST: statement							

3. The CRUC data element represents the senior CRUC within an MCC. For example, the senior CRUC within the 1st Marine Division, MCC 121, is RUC 11000. CRUC's are listed in MCO P1080.20. The statement shown below can be used to report a change in the Marine's CRUC.

TTC 030 000	COMD RUC
5-digit command RUC	

3109. BASIC ALLOWANCE FOR QUARTERS (BAQ)

1. Under certain circumstances, this Headquarters (MHP-20) must approve claims for BAQ for the following classes of dependents: wife (W) and husband (H), and must always approve claims for BAQ for children over 21 years of age who are physically or mentally incapable of self-support (C), father (F), mother (M), guardian who stood in loco parentis (LOCO) and illegitimate children (IC). Use the following statement to report approval of these classes of dependents:

TTC 187 000	CHAN BAQ W ED
TTC 187 001	CHAN BAQ H ED
TTC 187 002	CHAN BAQ F ED
TTC 187 003	CHAN BAQ M ED
TTC 187 005	CHAN BAQ LOCO ED
TTC 187 008	CHAN BAQ IC ED
6-digit ED from which entitlement to BAQ accrues	

2. The approval of dependents with qualifiers M, F, LOCO, and IC must always be reported when a claim is approved. The reporting of dependent qualifiers M, F, LOCO and IC enters the qualifier and determination date into the system maintained for the class of dependent requiring yearly redetermination for continued BAQ credit. The approval of dependents with qualifiers W, H, A, SC and C need be reported by UD statement only when that dependent is the primary dependent for the credit of BAQ.

3. Use the following statement to report the yearly dependency redetermination for dependents with qualifiers M, F, LOCO and IC:

TTC 270 000DEPN STAT ED

6-digit redetermination date

4. Report the following statement when it is determined that the Marine is no longer entitled to BAQ on behalf of previously approved dependents. This entry will terminate BAQ on behalf of the primary dependent and automatically commence partial BAQ on the effective date.

TTC 187 015CHAN BAQ PARTL ED

6-digit ED

5. Disapproval of claims may be entered on the UD as HIST: statements. These statements will flow through the system to the unit via the DFR for unit notification. A specific statement format has not been devised. This Headquarters (MHP) should use whatever method is required to inform unit commanders of claim disapprovals.

3110. CASUALTY STATUS. This Headquarters (MHP-10), RUC 54003 will use the following statement to enter a Marine's casualty status.

TTC 267 000CAS STATUSRUC

Casualty status code from MCO P3040.4

RUC member attached to

3111. COMPOSITE SCORE. This Headquarters (MMPR), RUC's 54807 and 88712, will use the appropriate statement shown below to manually enter/delete composite scores:

TTC 287 001COMPOSITE SCOREED

Composite score

Quarter ED

TTC 288 000DELETE CPL COMPOSITE SCORE

TTC 288 001DELETE LCPL COMPOSITE SCORE

3112. COMPUTERIZED ADAPTIVE VERSION OF THE ASVAB (CAT-ASVAB)

1. This Headquarters (MA), RUC's 54803 and 88701, will use the following statement to enter CAT-ASVAB scores:

TTC 271 004CASVAB 01C GSARWKPCNOCASMKMCEIGTMMCLEL

TTC 271 005CASVAB 02C GSARWKPCNOCASMKMCEIGTMMCLEL

6-digit test date (see note)

8-digit "RAW" test scores in the sequence of the test indicated in the TTC format. If the score is less than "10", precede with a zero

10-digit "RAW" test scores in the sequence of the test indicated

6-digit "RAW" test scores in the sequence of the test indicated

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 780801. In all other cases report the full date of the test.

AIMMS
3113. CONTRACT LEGAL AGREEMENT (OFFICERS ONLY)

- 1. The authorized change or correction of a contract legal agreement status must be accomplished by an action statement input by this Headquarters (MMA/MCRA (MRA)).
- 2. Contract legal agreement codes, their descriptions and abbreviations, are listed in MCO P1080.20.
- 3. To report this data element use the following action statement:

TTC 164 000	_____	CONT LEGAL AGR EAD
TTC 164 001	_____	CONT LEGAL AGR EDR
TTC 164 002	_____	CONT LEGAL AGR INDEF EAD
TTC 164 003	_____	CONT LEGAL AGR LDO
TTC 164 004	_____	CONT LEGAL AGR RES PROG
TTC 164 006	_____	CONT LEGAL AGR SSSYT
TTC 164 007	_____	CONT LEGAL AGR SWAG
TTC 164 008	_____	CONT LEGAL AGR TEMP LDO
TTC 164 009	_____	CONT LEGAL AGR TEMPO E
TTC 164 010	_____	CONT LEGAL AGR TEMPO WO
TTC 164 011	_____	CONT LEGAL AGR TRNG ASST
TTC 164 012	_____	CONT LEGAL AGR UNK
TTC 164 013	_____	CONT LEGAL AGR 0
TTC 164 014	_____	CONT LEGAL AGR SPL WK
TTC 164 015	_____	CONT LEGAL AGR TEMPWO E
6-digit DOA_____		

3114. CRYPTOLOGICAL DIAGNOSTIC EXAMINATION (CDE)

- 1. The Cryptological Diagnostic Examination is an alternate test that can be administered in lieu of the LPT, DLPT II and DLPT III to determine proficiency in a specific foreign language. Authorized changes are made by this Headquarters (MA), RUC's 54803 and 88701.
- 2. Use the following statement to report CDE results:

TTC 206 008	CDE_____	RATE_____	ED_____	
2-byte alphanumeric foreign language code from MCO P1080.20_____				
1-digit "L" rating_____				
6-digit test date (see note)_____				

- 3. Use the following statement to delete CDE results:

TTC 207 008	_____	TYPE CDE DELETE_____	
6-digit DOA (see note)_____			
2-byte alphanumeric foreign language code from MCO P1080.20_____			

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 930801. In all other cases report the full date of the test.
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3115. CUTTING SCORE TABLE. The cutting score tables for promotions to corporal and sergeant are entered by this Headquarters (MMPR-2) using an on-line terminal. Cutting scores for promotion must be entered not later than the 20th of the month prior to the month the promotions are to be effected. The select grade date must be future dated to the 1st day of the month after input. The system accepts a future date or zeros only. Report six zeros to correct erroneous entries.

3116. DATE ACCEPTANCE FIRST COMMISSION, MARINE CORPS (INITIAL APPOINTMENT ONLY)

- 1. A change or correction of this date as authorized by this Headquarters MCRC (MROA) must be reported by an action statement.
- 2. Report the correct date as reflected on the Marine’s Appointment Acceptance and Record form.
- 3. To report this data element use the following action statement:

TTC 240 000 DATE AFC_____ |
8-digit date_____ |

3117. DATE DESIGNATED MILITARY PILOT/NAVAL FLIGHT OFFICER

- 1. This is the date on which the Marine was first designated a naval aviator, naval flight officer or military pilot in any branch of the Armed Forces.
- 2. This Headquarters (MROA) will use the following action statement:

TTC 087 001 MIL PILOT DESIG_____ HIST:_____ |
8-digit date_____ |
Enter the type of designation_____ |

3118. DATE OF ACCEPTANCE OF CURRENT OFFICER APPOINTMENT

- 1. A change or correction of this date as authorized by this Headquarters MCRC (MROA) must be reported by an action statement.
- 2. Report the correct date as reflected on the Marine’s Appointment Acceptance and Record form.
- 3. To report this data element use the following action statement:

TTC 070 000 ACCEP APPT_____ |
8-digit date_____ |

3119. DATE OF RANK

- 1. A change or correction of this date as authorized by this Headquarters (MMPR) must be reported by an action statement.
- 2. Use the following entry to correct the DOR:

TTC 051 000 DOR_____ |
6-digit DOR_____ |

3120. DATE OF RANK FIRST COMMISSION, LIMITED DUTY OFFICER

- 1. A change or correction of this date as authorized by this Headquarters MCRC (MROA) must be reported by an action statement.
- 2. Report the correct date as reflected on the Marine’s Appointment Acceptance and Record form.
- 3. To report this data element use the following action statement:

TTC 242 000 DATE FLDO_____ |
8-digit date_____ |

TTC 242 001 DATE FLDO_____ |
8-digit date_____ |

3121. DATE OF RANK FIRST COMMISSION, MARINE CORPS

- 1. A change or correction of this date authorized by this Headquarters MCRC (MROA) must be reported by an action statement.
- 2. Report the correct date as reflected on the Marine’s Appointment Acceptance and Record form.
- 3. To report this data element use the following action statement:

TTC 241 000	DATE RFC_____	
8-digit date_____		

3122. DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)

- 1. The DLAB is designed to identify individuals having an ability to learn a foreign language. Authorized changes are made by this Headquarters (MA), RUC’s 54803 and 88701.
- 2. Use the following statement to report DLAB scores:

TTC 213 000	DLAB_____	TEST DATE_____	
3-digit "Standard" test score, if less than 10 precede with two zeros (i.e., 8 will be reported as 008)_____			
6-digit test date_____			

- 3. Use the following statement to delete DLAB:

TTC 213 000	DLAB 000	TEST DATE 000000	
Enter zeros to delete score and date_____			

	NOTE: If the date recorded in the unit’s records is shown as year and month only, then report the day as 01, (for example, 930801). In all other cases report the full date of the test.	
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3123. DEFENSE LANGUAGE PROFICIENCY TEST II (DLPT II)

- 1. The DLPT II is administered to determine proficiency in a specific foreign language. Authorized changes are made by this Headquarters (MA), RUC’s 54803 and 88701.
- 2. Use the following statement to report DLPT II scores:

TTC 206 002	DLPT2_____	LIS_____	READ_____	ED_____	
2-byte alphanumeric foreign language code from MCO P1080.20_____					
2-digit "RAW" test score (part 1), if less than 10 precede with a zero_____					
2-digit "RAW" test score (part 2), if less than 10 precede with a zero_____					
6-digit test date (see note)_____					

- 3. Use the following statement to delete DLPT II scores:

TTC 207 002	_____	TYPE DLPT2 DELETE_____	
6-digit DOA_____			
2-byte alphanumeric foreign language code from MCO P1080.20_____			

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 930801. In all other cases report the full date of the test.

3124. DEFENSE LANGUAGE PROFICIENCY TEST III (DLPT III)

1. The DLPT III is administered to determine proficiency in a specific foreign language. Authorized changes are made by this Headquarters (MA), RUC's 54803 and 88701.
2. Use the following statement to report DLPT III scores:

TTC 206 003	DLPT3	LIS	READ	SPEAK	ED
1-digit alpha test form ID (Must be A, B, C, D, W, X, Y, or Z)					
2-digit alphanumeric foreign language code					
2-digit alphanumeric listening skill level					
2-digit alphanumeric reading skill level					
2-digit alphanumeric speaking skill level					
6-digit ED of test					

3. Use the following statement to delete DLPT III scores:

TTC 207 003	TYPE	DLPT3	DELETE
6-digit date (see note)			
1-digit alpha test form ID (must be A, B, C, D, W, X, Y, or Z)			
2-digit alphanumeric foreign language code			

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 930801. In all other cases report the full date of the test.

3125. DEFENSE LANGUAGE PROFICIENCY TEST IV (DLPT IV)

1. The DLPT IV is administered to determine proficiency in a specific foreign language. Authorized changes are made by this Headquarters (MA), RUC's 54803 and 88701.
2. Use the following statement to report DLPT IV skill levels:

TTC 206 004	DLPT4	LIS	READ	SPEAK	ED
1-digit alpha test form ID (must be A, B, C, or D)					
2-digit alphanumeric foreign language code					
2-digit alphanumeric listening skill level					
2-digit alphanumeric reading skill level					
2-digit alphanumeric speaking skill level					
6-digit ED					

3. Use the following statement to delete DLPT IV skill levels:

TTC 207 004	TYPE DLPT4	DELETE
6-digit DOA		
1-digit alpha test form ID (must be A, B, C, or D)		
2-digit alphanumeric foreign language code		

3126. DEPARTMENT OF DEFENSE ADAPTABILITY SCREENING TEST
(DOD ADAPT)

1. The DoD Adaptability Screening Test is to be administered at the MEPS to all applicants for the Armed Forces beginning in 1990. These data elements are controlled by this Headquarters (MA), RUC's 54803 and 88701. Use the following statement to report DoD ADAPT scores:

TTC 264 000	ADAPT TEST FORM	TOT	ACH	DEPADJFAK
6-digit test date (see note)				
3-digit alphanumeric test form number				
3-digit "RAW" test score, if less than 100 precede with a zero, if less than 10 precede with two zeros				
6-digit "RAW" test scores in the sequence of test indicated in TTC format. If less than ten precede with a zero				

NOTE: If the date recorded in the unit's records is shown as year and month only, then report the day as 01, for example, 930801. In all other cases report the full date of the test.
--

3127. DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY
(DON CAF) SECURITY CLEARANCE ACTION

1. The MCTFS CMR record contains five blocks which are used by the DON CAF in the clearance process. This data is reported by the DON CAF via UD (not available for field use). When TTC 041 processes at Kansas City central, an advisory is generated on the DFR of the RU having custody of the Marine's record.

2. The following statement will be used to report security clearance action by DON CAF:

TTC 041 000	CLNC	ELIG	INVEST	AGENCY	INVES DT	ADJU DT
1-digit authorized clearance code from MCO P1080.20						
1-digit clearance eligibility code from MCO P1080.20						
1-digit investigation type code from MCO P1080.20						
1-digit investigative agency code from MCO P1080.20						
8-digit investigation completion date						
8-digit adjudication date						

3. The following standard HIST: statements can be utilized by the DON CAF in order to communicate with the RU of a Marine. The statements will appear on the DFR of the RU and may require further action by the RU.

a. TTC HIS 001: NO REC OF MARINE IN DIS INVESTIGATION FILES. REQ PROVIDE ANY MAIDEN/OTHER SURNAME USED.

b. TTC HIS 002: EXTENSION OF SNM'S INTERIM CLNC IS AUTHORIZED FOR 90 DAYS.

c. TTC HIS 003: EXTENSION OF SNM'S INTERIM CLNC IS NOT AUTHORIZED.

d. TTC HIS 004: DIS HOLDS NO REC OF NAV REQ FOR SNM; SUBMIT NAC REQUEST PER OPNAVINST 5510.1.

- e. TTC HIS 005: INV FILES REQUIRE REVIEW IF CLNC REQUESTED.
- f. TTC HIS 006 : DIS REFLECTS SNM HAS NO INV BASIS TO SPT CLNC. INITIATE APPRO INV PER OPNAVINST 5510.3H.
- g. TTC HIS 007: DIS HOLDS NO REC OF PERIODIC REINVES (PR) FOR SNM; SUBMIT PR REQ PER OPNAVINST 5510.1
- h. TTC HIS 008: FORWARD ALL DEROG INFO IAW MCO 5521.3H.
- i. TTC HIS 009: BI/SBI MUST BE REVISED IF TS CLNC REQUIRED.
- j. TTC HIS 010: DIS PERS SCTY INVES OF SNM STILL IN PROGRESS; WILL ADV CLNC AFTER ADJUDICATION RSLTS REC.
- k. TTC HIS 011: ADVISE WHETHER SNM HAS HAD BREAK IN SVC TO EXCEED ONE YEAR.
- l. TTC HIS 012: SNM DUE FOR PR TO UPDATE BI/SBI. SUB REQ FOR PR TO DIS PER OPNAVINST 5510.1.
- m. TTC HIS 013: SNM NOT ELIG FOR CLNC DUE TO NON-US CITIZEN. IF QUALS, REQ LAA PER OPNAVINST 5510.1.
- n. TTC HIS 014: DON CAF HOLD NO NON-DISCLOSURE AGREEMENT (NDA) FOR SNM; REQ SUB NDA PER OPNAVINST 5510.1.
- o. TTC HIS 015: SNM NOT ELIG FOR SCTY CLNC DUE TO NON-U.S. CITIZEN. IF U.S. CITIZEN, PROVIDE VERIFICATION.
- p. TTC HIS 016: FINAL SCTY CLNC FOR SNM HELD IN ABEYANCE PENDING RECEIPT OF ALL INV FILES.
- q. TTC HIS 017: DIS HAS NO INV BASIS TO SUPPORT TS CLNC, INITIATE APPROPRIATE INV PER OPNAVINST 5510.1.
- r. TTC HIS 018: INVALID CMD REQ ACTION CODE SUBMITTED, NO ACTION TAKEN, RESUBMIT WITH CORRECT CODE.

NOTE: If questions arise concerning any computer-generated message, contact the local MISSO for assistance/clarification.

3128. DEPENDENCY STATUS

1. The Department of Defense Financial Management Regulation, Volume 7, Part A, requires annual review and recertification of certain dependents (Marine/Navy). MCO P1751.3, Basic Allowance for Quarters (BAQ) for Marines with Dependents, requires annual review and recertification of parents who are dependent on the AD Marine. Upon approval of the annual review the dependency status is reestablished by this Headquarters (MHP-20), RUC 54801.

2. Use the following statement to report Dependency Status:

TTC 270 000	DEPN STAT ED_____
6-digit ED_____	

3129. DESIGNATED CATEGORY

1. The establishment of a designated category code is based upon the flight status of the naval aviator. Designated category codes are listed in MCO P1080.20.

2. This Headquarters (MMOA) will report this data element using the following action statement:

TTC 340 000	DESIGCAT_____
1-digit category code	
from MCO P1080.20_____	

3130. DRAW CASE CODE (DCC)

1. Draw case codes and draw case code termination dates must be reported as one statement as shown in subparagraph 3032.5. The draw case data element will accommodate up to three individually entered codes and termination dates. The codes may be numeric 1 through 9, or alphabetic A through Z. The draw case code termination date is in YYMMDD format; for example, 12 December 1993 would be reported as 931212. The draw case code will be automatically deleted from the record upon the termination date.
2. This data element is entered and controlled by this Headquarters (MM).
3. If a draw case assignment is made for a Marine having three codes in the record, the new entry will fail.
4. Authorized draw case codes are in MCO P1080.20.
5. The below UD statements will be used to report and delete draw case codes.

TTC 251 001	DRAW CASE	_____	TERM	_____	
1-digit case code					
from MCO P1080.20		_____			
6-digit termination date of the					
draw case code		_____			

6. Use the statement shown below to delete a draw case code:

TTC 251 000	DRAW CASE	_____	DELETE	
1-digit case code to be deleted		_____		

NOTE: For those officers assigned to Draw Case Code of A, B, C or D, always report 999 as the termination date. The 999 code is defined as a nonexistent date for any reported Draw Case Code.
--

3131. ELECTRONIC DATA PROCESSING TEST (EDPT)

1. The EDPT is an aid in the selection of personnel for training in the data processing field. Authorized changes are made by this Headquarters (Code MA), RUC's 54803 and 88701.
2. Use the following statement to report EDPT scores:

TTC 210 001	EDPT SCORE	_____	_____	
3-digit test score, if less than 100 precede with a zero, if less than 10 precede with two zeros for example, 99 will be reported as 099 and 8 will be reported as 008)		_____		
6-digit test date (see note)		_____		

3. Use the following statement to delete EDPT:

TTC 214 002	_____	EDPT DELETE	
6-digit DOA (see note)	_____		

NOTE: If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (i.e., 930801). In all other cases report the date of the test.

- ```
TTC 387 001 EDA_____
 |
6-digit EDA |
```

### 3133. FLOW THROUGH HISTORY STATEMENTS

- TTC 436 001                      FOR HIST TO CRUC                      |HIST:                      |

3134. FOREIGN LANGUAGE PROFICIENCY PAY (FLPP). Entitlement to FLPP is generated by the processing of Foreign Language Proficiency Scores (FLP's), input by the CMC (MA). The CMC (CRT) is to be notified if a Marine's FLPP does not commence after the normal processing of FLP's.

|             |                 |     |      |    |
|-------------|-----------------|-----|------|----|
| TTC 260 000 | START FLPP LANE | AMT | FROM | TO |
|-------------|-----------------|-----|------|----|

|             |                |     |      |    |
|-------------|----------------|-----|------|----|
| TTC 261 000 | STOP FLPP LANG | AMT | FROM | TO |
|-------------|----------------|-----|------|----|

## 3135. FUTURE GEOGRAPHICAL LOCATION CODE (FGLC)

1. The FGLC identifies the intended geographic area in which a Marine will be transferred. The FGLC consists of the first three digits of the ZIP code or a three-digit pseudo ZIP code. The FGLC can be reported only by this Headquarters (MMOA/MMEA/RAM).

2. Use the following entry to report the FGLC:

|                         |           |
|-------------------------|-----------|
| TTC 421 001             | FGLC_____ |
| 3-digit future GLC_____ |           |

## 3136. FUTURE GEO-LOCATION CURRENT TOUR BEGAN DATE (FGEO DCTB)

1. The FGEO DCTB indicates the projected year-month in which a Marine being transferred will commence a tour within a given geo-location. When associated with a geo-location code, it will define the projected period of time a Marine will serve in that geographical area.
2. This Headquarters (MMOA/MMEA/RAM) will use the following entry to report the FGEO DCTB:

TTC 420 001                      FGEO DCTB\_\_\_\_\_

4-digit future DCTB                      |

3137. FUTURE TOUR CONTROL FACTOR (FTCF)

1. The FTCF is the number of months authorized as a normal tour of duty for a Marine at the FMCC. The factor may be entered by UD or by transfer orders input.
2. This Headquarters (MMOA/MMEA/RAM) will use the following entry to report the FTCF:

TTC 409 000                      FTOUR\_\_\_\_\_ |  
2-digit number of months\_\_\_\_\_ |

3138. GENERAL CLASSIFICATION TEST (GCT)

1. Administration of the GCT is limited to commissioned and warrant officers only, for the purpose of establishing mental ability scores of record. Authorized changes are made by this Headquarters (MA), RUC's 54803 and 88701.
2. Use the following statement to report GCT scores:

TTC 204 003                      \_\_\_\_\_ GCT TOTAL \_\_\_\_\_ RV \_\_\_\_\_ AC \_\_\_\_\_ AR \_\_\_\_\_ PA \_\_\_\_\_ |  
6-digit test date                      |  
(see note)\_\_\_\_\_ |  
3-digit "STANDARD" score, if less                      |  
than 100 precede with a zero                      |  
(example: 99 will be reported as 099)\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |

NOTE: If the date recorded in the RU's records is shown as year and month only, then report the day as 01 (for example: 931101). In all other cases report the full date of the test.

3. Use the following statement to delete GCT scores from MMS:

TTC 204 004                      GCT DELETE TDATE\_\_\_\_\_ |  
6-digit test date\_\_\_\_\_ |

3139. GEO-LOCATION CODE (GLC)

1. The GLC identifies the present geographic area in which a Marine is stationed for purposes of determining how long a Marine has been stationed in that area. GLC is associated with Geo-Location Date Current Tour Began (GEO DCTB). The purpose of this element is to minimize costs by optimizing reassignment and PCS moves within a geographic area. The GLC will be initially generated and posted to the record upon processing a chargeable join entry. Upon receipt and acceptance of a chargeable join, a GLC will be assigned from look-up tables (table 08), based on the MCC reported in the join statement. This table is associated with MCC and the corresponding first three digits of a postal ZIP code or in some cases a pseudo ZIP code. Pseudo ZIP codes are also assigned within table 09. Only this Headquarters (MMOA/MMEA/RAM) may change the GLC. The data element appears on the BIR as an information item not subject to field change.
2. The following statement will be used to change GLC:

TTC 421 000                      GLC\_\_\_\_\_ |  
3-digit code\_\_\_\_\_ |

3140. GEO-LOCATION DATE CURRENT TOUR BEGAN (GEO DCTB)

1. The GEO DCTB indicates the year-month in which a Marine was first joined to a unit within a given geographic area. When associated with a geo-location code, it will define the period of time a Marine has served in that geographic area. This data element is automatically generated when a new geo-location code is established or by this Headquarters' UD input.
2. This Headquarters (MMOA/MMEA/RAM) will use the following statement to change GEO DCTB:

TTC 420 000                      GEO DCTB\_\_\_\_\_ |  
4-digit date\_\_\_\_\_ |



3141. GRADE CORRECTION/ADJUSTMENTS

1. A grade correction entry is used to correct present grade data. This type action will also be entered by this Headquarters (MMPR) to credit professional personnel with service for advanced education. This statement will be input only by this Headquarters for officers and enlisted personnel. This entry must not be used for normal promotions. Refer to MCO P1080.35 for the proper entry.
2. The grade abbreviations contained in MCO P1080.20 will be used when preparing an entry.
3. To report this data element for officers use the following action statement:

|                        |       |     |    |  |
|------------------------|-------|-----|----|--|
| TTC 053 000            | GRADE | DOR | ED |  |
| Abbreviation for grade |       |     |    |  |
| 6-digit DOR            |       |     |    |  |
| 6-digit ED             |       |     |    |  |

4. To report adjusted grade and DOR for professional personnel use the following action statement.

|                        |       |          |    |  |
|------------------------|-------|----------|----|--|
| TTC 053 001            | GRADE | PROF DOR | ED |  |
| Abbreviation for grade |       |          |    |  |
| 6-digit DOR            |       |          |    |  |
| 6-digit ED             |       |          |    |  |

5. To report this data element for enlisted Marines, use the following action statement:

|                        |       |          |    |  |
|------------------------|-------|----------|----|--|
| TTC 050 002            | GRADE | PERM DOR | ED |  |
| Abbreviation for grade |       |          |    |  |
| 6-digit DOR            |       |          |    |  |
| 6-digit ED             |       |          |    |  |

6. To report this data element for enlisted Marines, use the following action statement:

|                        |       |               |    |  |
|------------------------|-------|---------------|----|--|
| TTC 050 000            | GRADE | MERIT CBT DOR | ED |  |
| Abbreviation for grade |       |               |    |  |
| 6-digit DOR            |       |               |    |  |
| 6-digit ED             |       |               |    |  |

7. To report this data element for enlisted Marines, use the following action statement:

|                        |       |          |    |  |
|------------------------|-------|----------|----|--|
| TTC 050 003            | GRADE | PROB DOR | ED |  |
| Abbreviation for grade |       |          |    |  |
| 6-digit DOR            |       |          |    |  |
| 6-digit ED             |       |          |    |  |

3142. INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS)

1. The IMOS identifies the primary military occupational specialty designation trainees will receive above the basic level (recruits not included) upon completion of formal schools, on-the-job training (OJT), managed on-the-job training (MOJT), or field skill training (FST). See also paragraph 3072 (Projected Training Completion Date/Intended Military Occupational Specialty).
2. This Headquarters (MMOA/MMEA/RAM) will use the following entry to report the IMOS:

|                      |      |  |
|----------------------|------|--|
| TTC 171 000          | IMOS |  |
| 5-digit Intended MOS |      |  |

3. The IMOS will automatically be zeroed out upon the processing of a transfer entry.

3143. INTENDED TRANSFER DATE (ITD)

1. The ITD may be entered by this Headquarters (MMA/MMEA) UD but is normally generated upon join at a new MCC by adding the tour control factor for the command/Marine to the Date Current Tour Began (DCTB), carrying forward the days and incrementing both the month and year to establish a date.
2. The following statement will be used to report ITD:

|                     |     |  |
|---------------------|-----|--|
| TTC 402 000         | ITD |  |
| 6-digit future date |     |  |

3144. INTERMEDIATE MONITORED COMMAND CODE/INTERMEDIATE MONITORED COMMAND CODE EDA (IMCC EDA)

1. The date elements IMCC EDA are identical in structure to the PMCC. This code represents the command to which a Marine is assigned for temporary duty incident to a PCS. The EDA data element reflects the date a Marine can be expected to arrive at an Intermediate Monitored Command Code (IMCC). This data element may be entered by HQMC (MMA/MMEA/RAM) UD or by-name transfer orders input.
2. To further explain the structure and meaning of IMCC; for example, a Marine is to be transferred from the 2d Marine Division (MCC 122) to the 3d Marine Division (MCC 124) with a period of temporary duty at the Armor School (MCC J26); prior to transfer from 122 the present MCC will be 122, the intermediate MCC will be J26 and the future MCC will be 124. Upon transfer MCC 122 will move to the former MCC, J26 will move to the present MCC, the future MCC will remain 124 and the intermediate MCC will be 0. Upon transfer from J26 the system acts in normal fashion; for example, J26 becomes the former MCC, 124 becomes the present MCC and the future MCC is 0.
3. The following statement will be used to report IMCC-EDA:

|                                                                        |      |     |  |
|------------------------------------------------------------------------|------|-----|--|
| TTC 410 000                                                            | IMCC | EDA |  |
| MCC of the temporary duty command or three zeros                       |      |     |  |
| 4-digit future date, or zeros, in YYYY format; for example, 9312, 9403 |      |     |  |

|                                                        |
|--------------------------------------------------------|
| NOTE: If MCC entered is zeros, EDA must also be zeros. |
|--------------------------------------------------------|

3145. JOINT MILITARY OCCUPATIONAL SPECIALTY (JMOS)

1. The data element JMOS is used to identify those Marine officers who have been assigned to a joint billet, where they were assigned, and the inclusive dates of the assignment. This data element will be input by this Headquarters (MMA).
2. The following statement will be used to report this data element or changes thereto:

|                          |      |    |     |    |    |
|--------------------------|------|----|-----|----|----|
| TTC 194 000              | JMOS | ED | MCC | FR | TO |
| 4-character JMOS         |      |    |     |    |    |
| 6-digit ED               |      |    |     |    |    |
| MCC from MCO P1080.20    |      |    |     |    |    |
| 6-digit begin date       |      |    |     |    |    |
| 6-digit termination date |      |    |     |    |    |

3. The JMOS may be reported with an ED only. When an individual has attended an appropriate joint school but has not been assigned to a designated joint billet, report the JMOS and ED as follows:

|                       |           |         |  |
|-----------------------|-----------|---------|--|
| TTC 194 001           | JMOS_____ | ED_____ |  |
| 4-character JMOS_____ |           |         |  |
| 6-digit ED_____       |           |         |  |

3146. LANGUAGE PROFICIENCY TEST (LPT)

1. The LPT is administered to determine proficiency in a specific foreign language.
2. Foreign language codes are contained in MCO P1080.20. The abbreviations "ST" for "School Trained" and "IN" for "Interview" may also be entered in lieu of scores. When used, both part 1 and part 2 must contain the same data.
3. Authorized changes are controlled by this Headquarters (MA), RUC 54803.
4. Use the following statement to report LPT scores:

|                                                                                                      |          |          |           |         |  |
|------------------------------------------------------------------------------------------------------|----------|----------|-----------|---------|--|
| TTC 206 001                                                                                          | LPT_____ | LIS_____ | READ_____ | ED_____ |  |
| 2-digit alphanumeric foreign language code from MCO P1080.20_____                                    |          |          |           |         |  |
| 2-digit score (part 1), if less than 10 precede with a zero (example: 8 will be reported as 08)_____ |          |          |           |         |  |
| 2-digit score (part 2), if less than 10 precede with a zero (example: 8 will be reported as 08)_____ |          |          |           |         |  |
| 6-digit test date (see note)_____                                                                    |          |          |           |         |  |

5. Use the following statement to delete LPT:

|                                                                   |       |                      |  |
|-------------------------------------------------------------------|-------|----------------------|--|
| TTC 207 001                                                       | _____ | TYPE LPT DELETE_____ |  |
| 6-digit DOA_____                                                  |       |                      |  |
| 2-digit alphanumeric foreign language code from MCO P1080.20_____ |       |                      |  |

|                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE: If the date recorded in the RU's records is shown as year and month only, then report the day as 01, for example, 930801. In all other cases report the full date of the test. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3147. LAST MONITORED COMMAND CODE (LMCC)

1. This data element identifies the MCC to which the Marine was assigned prior to the former MCC. The last two tours of duty may be determined to ensure that Tour Optimization for Uniform Readiness (TOUR) model "tracks" are followed in the case of noncareerists. This data element is automatically generated upon transfer. The transfer entry will cause the former MCC to be repositioned into LMCC when PMCC repositions to former MCC. The LMCC will be maintained by this Headquarters (MMA/MMEA/RAM) UD input only.
2. The following statement will be used to report LMCC:

|                                    |           |  |
|------------------------------------|-----------|--|
| TTC 414 000                        | LMCC_____ |  |
| 3-digit MCC from MCO P1080.20_____ |           |  |

3148. LAST MONITORED COMMAND CODE DATE DETACHED (LMCCDD)

1. This data element indicates the date on which a Marine was detached from a command prior to the former MCC. The date is present when LMCC is present. This data element is automatically generated when a transfer TTC is posted in the MCTFS. The LMCC Date will be maintained by this Headquarters (MMOA/MMEA/RAM) UD input only.

2. The following statement will be used to report LMCCDD:

TTC 415 000                      LMCC DATE\_\_\_\_\_ |  
6-digit date or 6 zeros\_\_\_\_\_ |

3149. LINEAL CONTROL NUMBER, PERMANENT GRADE WARRANT OFFICER

1. An eight-digit numeric lineal control number is established by this Headquarters (MMPR-1) on all permanent warrant officers. Positions 1 through 5 are the control number and positions 6 through 8 are the subnumber.

2. To report or change this data element use the following action statement:

TTC 248 000                      LINEAL CONTROL NUMBER WARRANT\_\_\_\_\_ |  
8-digit control number\_\_\_\_\_ |

NOTE: All eight positions must be filled, use "0's" for unfilled positions.

3150. LINEAL CONTROL NUMBER PRESENT GRADE (OFFICER)

1. An eight-digit numerical lineal control number is established by this Headquarters (MMPR-1) for all officers. Positions 1 through 5 are the control number and positions 6 through 8 are the subnumber.

2. To report or change this data element use the following action statement:

TTC 247 000                      LINEAL CONTROL NUMBER PRES RK\_\_\_\_\_ |  
8-digit control number\_\_\_\_\_ |

NOTE: All eight positions must be filled, use "0's" for unfilled positions.

3151. LINEAL FOOTNOTES

1. Lineal footnotes for officers are established and entered into the MCTFS by this Headquarters (MMPR). A maximum of seven footnotes, either administrative or prior service or both may be carried on each officer. To establish or change a footnote, show all footnotes, left justified (code from left to right) as it is to appear after the change, even though not all of the footnotes are affected by the change. It is imperative that this date be kept current in order to maintain accurate information in MCTFS.

2. Descriptions of the seven positions in the lineal footnotes are as follows:

- a. Positions 1 through 4 are prior service indicators.
- b. Position 5 is the lineal designator code. Codes are listed in MCO P1080.20.
- c. Position 6 indicates a reserve officer serving on AD.
- d. Position 7 is used only for 2ndLt's with no precedence established.

3. To report or change this data element use the following action statement:

TTC 246 000                      LINEAL FOOTNOTE\_\_\_\_\_ |  
7-digit code\_\_\_\_\_ |

NOTE: All seven positions must be filled. Use X's for unfilled positions.

3152. MARINE CORPS INSTITUTE (MCI) COURSES

1. Upon receipt of a request for enrollment, MCI will report the below UD statement indicating that the Marine is enrolled and course materials have been mailed. This statement will only be reported by RUC 54864 at MCI.

TTC 350 001 ENROLL MCI CRS \_\_\_\_\_ |  
|  
6-digit MCI CRS number (see note below)\_\_\_\_|

2. Upon receipt of a request for reenrollment, MCI will report the below UD statement indicating that the Marine is reenrolled and course materials have been mailed. This statement will only be reported by RUC 54864 (MCI) or each jurisdictional MISSO.

TTC 350 004 REENROLL MCI CRS \_\_\_\_\_ |  
|  
6-digit MCI CRS number (course |  
status must be "D") (see note below)\_\_\_\_|

3. To disenroll an individual from an MCI course, the below UD statement will be reported by RUC 54864 at MCI only:

TTC 351 000 DISENROLL MCI CRS \_\_\_\_\_ |  
|  
6-digit MCI CRS number (course |  
status must be "A") (see note below)\_\_\_\_|

4. To administratively delete an MCI course from a Marine's MCTFS record, use the following entry:

TTC 351 003 ADMIN DEL MCI CRS \_\_\_\_\_ |  
|  
6-digit MCI CRS number (see note below)\_\_\_\_|

5. To report MCI Course completions, use the below UD statement:

TTC 352 000 MCI CRS \_\_\_\_\_ COMPL SCORE \_\_\_\_\_ |  
|  
6-digit MCI CRS number (course |  
status must be "A" or "R" |  
(see note below)\_\_\_\_\_|  
|  
1-digit completion score\_\_\_\_\_|

|                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE: The MCI CRS number is a 6-byte field. The first three bytes must be numeric, the last three are alpha numeric. Is the course number is less than 6 characters fill the field with Z's. If a course has only 3 bytes, input three trailing Z's. Course number 03.5 is input as 035ZZZ. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3153. MEDICAL SERVICE GROUP/AUTHORIZATION HELD

1. Medical service group/authorization held codes and expiration date for naval aviators, naval flight officers, officer navigators, air crew members, and air controllers are assigned upon completion of a medical evaluation and issuance of an authorization to an individual based on the results, and reported by this Headquarters (MMOA).

2. Medical service group/authorization held codes are listed in the current edition of MCO P1080.20.

3. To report the data element use the following action statement:

TTC 341 000 MEDSERVGRP AUTH HELD \_\_\_\_\_ EXPIRES \_\_\_\_\_ |  
|  
1-digit alphanumeric code\_\_\_\_\_|  
|  
6-digit date\_\_\_\_\_|

3154. MISSING IN ACTION (MIA)

1. When a Marine is reported as being MIA this Headquarters (MHP-10) will report the following entry to change the Marine's Duty Status Code:

TTC 220 000                      MIA SINCE \_\_\_\_\_ |  
4-digit date MIA time \_\_\_\_\_ |

2. When a Marine is returned from MIA this Headquarters (MH) will use the following entry to report the return and update the Marine's Duty Status:

TTC 221 000                      RET FR MIA \_\_\_\_\_ |  
4-digit date of return \_\_\_\_\_ |

3155. MONITORED COMMAND CODE, PRESENT

1. The authorized change or correction of this data element must be accomplished by this Headquarters (MMOA/MMEA/RAM) with an action statement. This statement must include both the Marine's present RUC and the changed MCC. If these data elements are not compatible, the entry will fail. After verification, reenter the correct data.

2. To report this data element use the following action statement:

TTC 170 001                      MCC \_\_\_\_\_ RUC \_\_\_\_\_ |  
3-digit MCC from \_\_\_\_\_ |  
MCO P1080.20 \_\_\_\_\_ |  
5-digit RUC from MCO P1080.20 \_\_\_\_\_ |

3156. MONTHS ATTENDED A SERVICE ACADEMY

1. The number of months a Marine attended a service academy will be reported by this Headquarters (MMOA) upon accession into the Marine Corps.

2. Use the following entry to report the number of months of service academy attendance:

TTC 254 000                      MONTHS ATTENDED SERV ACAD \_\_\_\_\_ |  
2-digit number of months \_\_\_\_\_ |

3157. OPERATIONAL FLYING GATES (OPFLY GATES). An aeronautically-designated officer is entitled to continuous Aviation Career Incentive Pay (ACIP) during the first 12 years of aviation service. Screening points, or gates, have been established at the 12th and 18th years of aviation service. Officers who fail to make their OPFLY Gate are not entitled to continuous ACIP, but are only eligible to receive monthly ACIP while they are actually performing operational flying duty (DIFOP). OPFLY Time is only accumulated while the officer is assigned DIFOP orders.

1. Twelve-Year Gate. An officer must have accumulated at least 6 years OPFLY Time by the end of the 12th year of aviation service (based on Aviation Service Entry Date (ASED) for entitlement to continuous ACIP until the 18-year gate.

a. Upon completion of screening the record of an officer having exceeded his 12th year of aviation service, the below UD entry will be used by this Headquarters (MMOA-2) to post a corresponding statement to the officer's LES, and to key continuous ACIP entitlement if appropriate. The remark that should appear in section F of the officer's LES will read "PASSED OPERATIONAL FLYING GATE ONE (YEAR)."

TTC 457 000                      OPFLY GATE ONE PASS |

b. If less than 6 years of OPFLY Time has been accumulated by the end of the 12th year of aviation service, the officer is no longer entitled to continuous ACIP. This Headquarters (MMOA-2) will report the below entry to post the following statement in section F of the officer's LES: "FAILED OPERATIONAL FLYING GATE ONE (YEAR)."

TTC 457 001                      OPFLY GATE ONE FAIL |

2. **Eighteen-Year Gate.** Upon completion of screening the record of an officer having exceeded his 18th year of aviation service, one of the following UD statements will be used by this Headquarters (MMOA-2) to post a corresponding statement to the officer's LES and to key continuous ACIP entitlement if appropriate:

a. An officer must have accumulated at least 11 years of OPFLY Time by the end of the 18th year of aviation service for entitlement to continuous ACIP through 25 years of officer service (based on Officer Service Date (OSD)). The remark that should appear in section F of the officer's LES will read "PASSED (HIGH) OPERATIONAL FLYING GATE TWO (YEAR)".

TTC 457 003 OPFLY GATE TWO PASS 11YRS|

b. Aviation officers who have accumulated at least 9 years, but less than 11 years, OPFLY Time by the end of the 18th year of aviation service will be entitled to continuous ACIP through 22 years officer service. The remark that should appear in section F of the officer's LES will read "PASSED (LOW) OPERATIONAL FLYING GATE TWO (YEAR)".

TTC 457 002 OPFLY GATE TWO PASS 09YRS|

c. If less than 9 years OPFLY Time has been accumulated by the end of the 18th year of aviation service, the officer is no longer entitled to continuous ACIP. The officer's LES will display "FAILED OPERATIONAL FLYING GATE TWO (YEAR)" in section F.

TTC 457 004 OPFLY GATE TWO FAIL|

3158. OPERATIONAL FLYING TIME (OPFLY TIME)

1. The OPFLY Time data element cannot be replaced directly, but requires that the appropriate number of months/years be added to or subtracted from the officer's present OPFLY Time by this Headquarters (MMOA-2).

2. Upon receipt of a replacement to adjust an officer's OPFLY Time, use one of the following UD statements. If the officer is assigned to a DIFDEN billet, ensure the "STOP OPFLY date " entry has posted, or the OPFLY Time Clock will continue to increment and require another adjustment to be made.

TTC 466 000 OPFLY ADD\_\_YRS\_\_MO |

TTC 466 001 OPFLY SUB\_\_YRS\_\_MO |

|                        |  |
|------------------------|--|
| 2-digit (i.e., 11, 02) |  |
|------------------------|--|

## 3159. PERMANENT CHANGE OF STATION CODE (PCSC)

1. The PCSC is used for this Headquarters' accounting purposes to associate PCS costs for an individual Marine into budget manageable subsets. This code may be entered by UD or by-name transfer orders input.

2. PCSC's are contained in MCO P1080.20.

3. This Headquarters (MMOA/MMEA/RAM) will use the following statement to report PCSC:

TTC 411 000 PCSC

2-digit alphanumeric code

## 3160. PERMANENT GRADE

1. A permanent grade entry provides for changing or correcting the master file when members are promoted to a higher permanent grade or when information in the computer record relative to permanent grade is erroneous. Input for this data element will be by this Headquarters (MMPR-1) only for officers including temporary officers with a permanent enlisted grade. For enlisted Marines, input will be by field units or this Headquarters (MMPR-2).

2. The grade abbreviations in MCO P1080.20 will be used when preparing an entry.

3. To report this data element use the following action statement:

|             |                  |     |
|-------------|------------------|-----|
| TTC 059 001 | ESTAB PERM GRADE | DOR |
|-------------|------------------|-----|

Grade abbreviation

6-digit date

3161. PRECEDENCE NUMBER

- 1. A Marine's Precedence Number is reported by this Headquarters (MMEA) upon promotion to the next higher grade.
- 2. Use the following statement to report this entry:

TTC 256 000PRECEDENCE NUMBER

8-digit number

3162. PREFERENCE OF DUTY

- 1. This data element contains the Marine's duty preference as indicated on the Marine's current fitness report. Normal input will be in the form of a data change magnetic tape generated during the fitness report process at this Headquarters (MMPE).
- 2. Duty preference codes and MCC's are in MCO P1080.20.
- 3. To report this data element use the following action statement using the codes from the fitness report:

TTC 180 000PREF DU

3-digit first choice code

3-digit second choice code

3-digit third choice code

3163. PRESENT TOUR CONTROL FACTOR

- 1. The "Present Tour Control Factor" represents the number of months authorized as a normal tour of duty for a Marine at the present MCC. This data element may be entered by UD or by-name transfer orders input via batch data change file. When this Headquarters (MMOA/MMEA/RAM) enters by-name transfer orders and the PTCF is not in the Marine's master record, a PTCF will be automatically generated from computer tables. If the Marine elects an option which results in a change to the PTCF (for example, election of an all others tour), then the data element shall be updated accordingly.
- 2. The following statement will be used to report PTCF:

TTC 181 000PTCF

2-digit number of months

3164. PROJECTED TRAINING COMPLETION DATE (PTCD)/INTENDED MILITARY OCCUPATIONAL SPECIALTY (IMOS)

- 1. The PTCD identifies the anticipated future date and MOS that trainees in formal schools, on-the-job training (OJT), managed on-the-job training (MOJT), field skill training (FST), will complete training. The IMOS identifies the primary military occupational specialty designation trainees will receive above the basic level (recruits not included) upon completion of the aforementioned training. The data is entered via UD at this Headquarters (MMOA/MMEA/RAM) or field units.
- 2. The following statement will be used to change PTCD and IMOS:

TTC 419 001PTCDIMOS

8-digit date

5-digit alphanumeric code from MCO P1200.7

NOTE: Future date may not be greater than 24 months.

- 3. The reporting of a transfer statement will automatically zero out the PTCD and IMOS.
- 4. See also paragraph 3045 concerning IMOS.



3165. PROMOTIONS PRESENT GRADE

1. An entry to update present grade normally indicates an elevation in grade within the same status; for example, an enlisted Marine being promoted to a higher grade. Officer appointments will be entered by this Headquarters (MMPR-1/MCRC (MROA)). Staff noncommissioned officer promotions will be entered by this Headquarters (MMPR-2).
2. Grade abbreviations in MCO P1080.20 will be used when preparing an entry.
3. To report this data element for officers use the following action statements:

a. Regular Officers:

|                                       |      |     |    |     |
|---------------------------------------|------|-----|----|-----|
| TTC 066 000                           | APPT | DOR | ED | LCN |
| Grade abbreviation                    |      |     |    |     |
| 6-digit DOR                           |      |     |    |     |
| 6-digit ED                            |      |     |    |     |
| 8-digit numeric lineal control number |      |     |    |     |

b. Reserve Officers:

|                                       |      |     |    |     |
|---------------------------------------|------|-----|----|-----|
| TTC 066 001                           | APPT | DOR | ED | LCN |
| Grade abbreviation                    |      |     |    |     |
| 6-digit DOR                           |      |     |    |     |
| 6-digit ED                            |      |     |    |     |
| 8-digit numeric lineal control number |      |     |    |     |

4. To report this data element for enlisted use the following action statements:

a. Regular Enlisted to permanent grade:

|                               |      |          |      |    |
|-------------------------------|------|----------|------|----|
| TTC 052 005                   | PROM | PERM DOR | PREC | ED |
| Grade abbreviation            |      |          |      |    |
| 6-digit DOR                   |      |          |      |    |
| 8 zeros for precedence number |      |          |      |    |
| 6-digit ED of promotion       |      |          |      |    |

b. Regular Enlisted to Meritorious grade:

|                               |      |           |      |    |
|-------------------------------|------|-----------|------|----|
| TTC 052 003                   | PROM | MERIT DOR | PREC | ED |
| Grade abbreviation            |      |           |      |    |
| 6-digit DOR                   |      |           |      |    |
| 8 zeros for precedence number |      |           |      |    |
| 6-digit ED of promotion       |      |           |      |    |

c. Reserve Enlisted to permanent grade:

|                         |      |          |    |
|-------------------------|------|----------|----|
| TTC 052 014             | PROM | PERM DOR | ED |
| Grade abbreviation      |      |          |    |
| 6-digit DOR             |      |          |    |
| 6-digit ED of promotion |      |          |    |

3166. REASON FOR TRANSFER CODE (RFTC)

1. The data element RFTC is used by this Headquarters for accounting purposes to determine within established categories the reason a Marine was given a PCS transfer. This code may be entered by this Headquarters (MMOA/MMEA/RAM) UD or by-name transfer orders input. Two generations of this data element will be maintained on the Central/Headquarters Master and Field Master Files. The "old" RFTC will reside in the left-most position of the field and the "new" RFTC will be located in the right-most position.

2. Reason for transfer codes are contained in MCO P1080.20.

3. All changes or corrections of RFTC will be reported on the UD using the following statement:

```
TTC 403 000 RFTC_____ |
 |
1-digit reason for |
transfer code_____ |
```

4. To clear the RFTC field report RFTC 0. This clearing process will only remove the "new" RFTC located in the right-most position.

5. When a monitor is required to establish or change the RFTC and PCSC use the following statement to report the RFTC and PCSC:

```
TTC 404 000 RESET RFTC_____ PCSC_____ |
 | |
1-digit RFTC_____ | |
 | |
2-digit alphanumeric PCSC_____ |
```

3167. REASON FOR TRANSFER FLAG (RFTF)

1. The data element RFTF reflects the status of Headquarters PCS orders. The flag is automatically generated and posted to the record upon processing of either a join or a Headquarters UD transfer transaction.

2. To further explain the arrangement and meaning of a RFTF, the following additional guidance is provided:

a. When this Headquarters by-name orders input is entered into the MCTFS either by UD or by batch transaction file input, a flag of 1 will automatically post to the Marine's electronic record.

b. A RFTF of 3 will be computer-generated provided the present MCC equals the future MCC to which ordered by this Headquarters after posting the join entry from the gaining MCC. Thus, the following advisory will post to the DFR of RUC 548XX:

JD MCC EQUALS ORDERS MCC

c. After posting the join entry from the gaining MCC, if the RFTF does not equal 1, and the present MCC does not equal the former MCC a computer-generated RFTF of 2 will be posted to the Marine's electronic record. Thus, the following advisory will post to the DFR of RUC 548XX:

JD MCC W/O RTC/PCSC

d. When a join entry from the gaining MCC is posted, if the RFTF equals 1, the present MCC does not equal the former MCC, and the present MCC does not equal the future MCC, a computer-generated RFTF of 5 will be posted to the Marine's electronic record. Hence, the following advisory will post to the DFR of RUC 548XX:

JD MCC DOES NOT EQUAL ORDERS MCC

e. Upon receipt of Headquarters UD input of RESET RFTC X PCSC XX and the present RFTF equals 2 or 5, a RFTF of 4 will be posted to the Marine's electronic record. Therefore, the following advisory will post to the DFR of RUC 548XX:

RFTC AND PCSC RESET

3168. RUNNING MATE

1. Each Marine officer in an active status in the Marine Corps Reserve who is not on an AD list will be assigned a Running Mate for promotion purposes. These data elements will be reported by this Headquarters (MMPR).

2. Use the following entry to report the name and SSN of the assigned Running Mate:

|                                        |             |  |  |  |  |     |  |
|----------------------------------------|-------------|--|--|--|--|-----|--|
| TTC 731 001                            | RUNMATE NAM |  |  |  |  | SSN |  |
| Last name (20 characters)              |             |  |  |  |  |     |  |
| Last name suffix                       |             |  |  |  |  |     |  |
| First name (seven characters)          |             |  |  |  |  |     |  |
| Middle initial or leave blank if no MI |             |  |  |  |  |     |  |
| 9-digit SSN                            |             |  |  |  |  |     |  |

3. Use the following entry to report the Running Mate's rank:

|                                             |              |  |     |  |       |  |
|---------------------------------------------|--------------|--|-----|--|-------|--|
| TTC 731 000                                 | RUNMATE RANK |  | DOR |  | NOTES |  |
| Current rank abbreviation from MCO P1080.20 |              |  |     |  |       |  |
| 6-digit DOR                                 |              |  |     |  |       |  |
| Appropriate notes (40 characters)           |              |  |     |  |       |  |

3169. SCHOOL ENTRY

1. The school entry is used to report results from a foreign language test that is not supported in MCTFS. Authorized changes to this data element is controlled by this Headquarters (MA), RUC's 54803 and 88701.

2. Use the following statement to report a school entry:

|                                                             |        |  |     |  |      |  |       |  |    |  |
|-------------------------------------------------------------|--------|--|-----|--|------|--|-------|--|----|--|
| TTC 206 009                                                 | SCHOOL |  | LIS |  | READ |  | SPEAK |  | ED |  |
| 2-byte alphanumeric foreign language code from MCO P1080.20 |        |  |     |  |      |  |       |  |    |  |
| 2-digit listening skill level                               |        |  |     |  |      |  |       |  |    |  |
| 2-digit reading level                                       |        |  |     |  |      |  |       |  |    |  |
| 2-digit speaking level, if no speaking level enter "99"     |        |  |     |  |      |  |       |  |    |  |
| 6-digit test date (see note)                                |        |  |     |  |      |  |       |  |    |  |

3. Use the following statement to delete a school entry:

|                                                              |  |                         |  |
|--------------------------------------------------------------|--|-------------------------|--|
| TTC 207 009                                                  |  | TYPE SCHOOL LANG DELETE |  |
| 6-digit date (see note)                                      |  |                         |  |
| 2-digit alphanumeric foreign language code from MCO P1080.20 |  |                         |  |

AIMMS  
3170. SELECTED GRADE CODE (HOMC)

1. An entry is required to establish, correct, or delete a selected grade code, as applicable.
2. To report this data element CMC (MMPR) will use the following statement:

TTC 068 002SEL\_\_\_\_\_

Grade abbreviation  
from below\_\_\_\_\_

Selected grade statute code,  
S-SGTMAJ, F-1STSGT, M-MGYSGT/MSGT  
(omit for other grades)\_\_\_\_\_

| CODE | ABBREVIATION | DESCRIPTION                               |
|------|--------------|-------------------------------------------|
| J    | TEMP SEL     | Temporary Selection Only (Officer)        |
| K    | TEMP STAT    | Temporary & Statutory Selection (Officer) |
| S    | SEL SGTMAJ   | Selected for Sergeant Major               |
| F    | SEL 1STSGT   | Selected for First Sergeant               |
| M    | SEL MGYSGT   | Selected for Master Gunnery Sergeant or   |
|      | SEL MSGT     | Master Sergeant                           |
| T    | STAT         | Statutory Selection (Officer)             |

3. To delete this data element, use the following statement:

TTC 068 000SEL DELETE|

3171. SELECTED GRADE STATUS (TO SNCO AND OFFICER)

1. Selected for promotion indicators are assigned and controlled by this Headquarters (MMPR/MCRC (MROA)). An entry is required to establish, correct or delete a selected grade code.
2. Grade abbreviations used in the action statement are in MCO P1080.20.
3. To report this data element use the following action statement:

TTC 068 002SEL\_\_\_\_\_

Grade abbreviation\_\_\_\_\_

Selected grade status code,  
S-SGTMAJ, F-1STSGT, M-MGYSGT/MSGT.  
Leave blank for all other grades\_\_\_\_\_

4. To delete this data element use the following action statement:

TTC 068 000SEL DELETE|

3172. SELECTED GRADE STATUS (TO PRIVATE FIRST CLASS THROUGH SERGEANT)

1. Assignment of selected grade status for privates first class through sergeants authorized by this Headquarters (MMPR-2) must be reported with an action statement.
2. Reports will be entered in response to requests from reporting units for remedial consideration for promotion. Selection is appropriate for the next higher grade only; private first class for privates, lance corporal for privates first class, corporal for lance corporals, and sergeant for corporals.
3. The following statement will be used to report selected grade status:

TTC 068 001SEL\_\_\_\_\_

Grade abbreviation  
from MCO P1080.20\_\_\_\_\_

3173. SERVICE DATE

1. All Regular officers are service dated with the exception of temporary officers, LDO's above the grade of captain, warrant officers and women officers. Total commissioned service of a male officer of the Marine Corps who has served continuously on the active list since appointment in the grade of second lieutenant is computed from June 30th of the year in which the Marine accepted that appointment. Any officer who accepts a commission prior to June 30th is service dated as being of that year, subsequent to June 30th, is service-dated as being of the next year.
2. This Headquarters (MMPR-1) will use the following statement to report or change this data element:

TTC 255 000                      SERVICE DATE \_\_\_\_|  
2-digit year\_\_\_\_\_||

3174. SOURCE OF ENTRY

1. The authorized change or correction in the source of entry must be accomplished by an action statement and can be reported only by RU's at this Headquarters (MROA).
2. The data field consists of four positions and zeros must be used in the statement where significant codes are not entered. For officers, the original source of entry code is in the first two positions and the current source of entry code is in the last two positions.
3. To report this data element, use the following action statement:

TTC 179 001                      CURR SOURCE ENTRY\_\_\_\_\_|  
4-digit code from MCO P1080.20\_\_\_\_\_||

3175. SPECIAL GRADE DATA

1. A special grade data entry provides instructions to change the CMF when information relative to special grade data is erroneous or is changed by this Headquarters (MMPR).
2. Grade abbreviations contained in MCO P1080.20 will be used when preparing this entry.
3. To report this data element for enlisted Marines or enlisted Marines serving as temporary officers use one of the following action statements as appropriate:

TTC 058 000                      ESTAB SPEC GRADE\_\_\_\_\_|DOR\_\_\_\_\_|  
TTC 058 001                      ESTAB SPEC GRADE\_\_\_\_\_|TEMP DOR\_\_\_\_\_|  
TTC 058 002                      ESTAB SPEC GRADE\_\_\_\_\_|TEMP REST DOR\_\_\_\_\_|  
TTC 058 004                      ESTAB SPL GRADE\_\_\_\_\_|ENL SEL DOR\_\_\_\_\_|  
TTC 058 005                      ESTAB SPL GRADE\_\_\_\_\_|TEMP DOR\_\_\_\_\_|  
TTC 058 006                      ESTAB SPL GRADE\_\_\_\_\_|TEMP REST DOR\_\_\_\_\_|  
Grade abbreviation\_\_\_\_\_||  
6-digit DOR\_\_\_\_\_||

4. To report the temporary promotion used only in time of war and authorized by the President of the United States under Section 603, Title 10, U.S.C., use the following action statement:

TTC 058 003                      ESTAB SPL GRADE\_\_\_\_\_|DOR\_\_\_\_\_|  
Grade abbreviation\_\_\_\_\_||  
6-digit DOR\_\_\_\_\_||

3176. STATUS CHANGES (ADMINISTRATIVE) (OFFICERS ONLY)

1. Officer administrative status changes must be processed in the sequence explained in this paragraph. This Headquarters (MROA) will submit an appropriate UD entry as shown below to create a remark on the officer in the MCTFS. Once this statement is successfully processed, a computer-generated advisory message will appear on the unit's DFR. The field RU will report the acceptance or nonacceptance of the status change. The reported acceptance/nonacceptance must not be prior to the ED directed by the CMC in official correspondence.
2. Technically the officer is separated from one status and immediately reenters the Marine Corps in a different status. Entries to report changes of officer status will be prepared per the instructions shown below.

a. If a temporary officer whose permanent status is enlisted accepts a permanent officer appointment, use the following statement:

|                         |          |      |      |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|------|------|--|
| TTC 046 002             | SDN 9361 | ____ | ____ | ____ | ____ | ____ | ____ |  |
| 2-digit permanent grade | _____    |      |      |      |      |      |      |  |
| 6-digit DOR             | _____    |      |      |      |      |      |      |  |
| 2-digit component code  | _____    |      |      |      |      |      |      |  |
| 8-zeros for the EAS     | _____    |      |      |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |      |      |  |
| 1-digit CLA             | _____    |      |      |      |      |      |      |  |

b. If a temporary warrant officer whose permanent status is enlisted accepts a permanent warrant officer appointment, use the following statement:

|                         |          |      |      |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|------|------|--|
| TTC 046 002             | SDN 9361 | ____ | ____ | ____ | ____ | ____ | ____ |  |
| 2-digit permanent grade | _____    |      |      |      |      |      |      |  |
| 6-digit DOR             | _____    |      |      |      |      |      |      |  |
| 2-digit component code  | _____    |      |      |      |      |      |      |  |
| 8-zeros for the EAS     | _____    |      |      |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |      |      |  |
| 1-digit CLA             | _____    |      |      |      |      |      |      |  |

c. If a temporary officer whose permanent grade is warrant officer voluntarily reverts to permanent warrant officer status, use the following statement:

|                         |          |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|--|
| TTC 046 007             | SDN 9341 | ____ | ____ | ____ | ____ |  |
| 2-digit permanent grade | _____    |      |      |      |      |  |
| 6-digit DOR             | _____    |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |  |
| 1-digit CLA             | _____    |      |      |      |      |  |

d. If a temporary officer whose permanent grade is warrant officer involuntarily reverts to permanent warrant officer status, use the following statement:

|                         |          |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|--|
| TTC 046 008             | SDN 9351 | ____ | ____ | ____ | ____ |  |
| 2-digit present grade   | _____    |      |      |      |      |  |
| 6-digit DOR             | _____    |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |  |
| 1-CLA                   | _____    |      |      |      |      |  |

e. If a temporary officer whose permanent grade is warrant officer accepts a permanent officer appointment, use the following statement:

|                         |          |      |      |      |      |      |      |      |      |
|-------------------------|----------|------|------|------|------|------|------|------|------|
| TTC 046 002             | SDN 9361 | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| 2-digit permanent grade | _____    |      |      |      |      |      |      |      |      |
| 6-digit DOR             | _____    |      |      |      |      |      |      |      |      |
| 2-digit component code  | _____    |      |      |      |      |      |      |      |      |
| 8-zeros for the EAS     | _____    |      |      |      |      |      |      |      |      |
| 4-digit source of entry | _____    |      |      |      |      |      |      |      |      |
| 1-CLA                   | _____    |      |      |      |      |      |      |      |      |

f. If a permanent Reserve officer accepts a permanent warrant officer appointment, use the following statement:

|                                           |          |      |      |      |      |      |      |      |      |
|-------------------------------------------|----------|------|------|------|------|------|------|------|------|
| TTC 046 001                               | SDN FGR1 | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| 2-digit permanent grade                   | _____    |      |      |      |      |      |      |      |      |
| 6-digit DOR                               | _____    |      |      |      |      |      |      |      |      |
| 2-digit component code                    | _____    |      |      |      |      |      |      |      |      |
| 6-digit present grade DOR                 | _____    |      |      |      |      |      |      |      |      |
| 2-digit component code                    | _____    |      |      |      |      |      |      |      |      |
| 8-digit EAS (zeros for a Regular officer) | _____    |      |      |      |      |      |      |      |      |
| 4-digit source of entry                   | _____    |      |      |      |      |      |      |      |      |
| 1-digit CLA                               | _____    |      |      |      |      |      |      |      |      |

g. If a Reserve officer is retained on AD after completing required service:

|                        |          |      |      |      |      |      |      |      |      |
|------------------------|----------|------|------|------|------|------|------|------|------|
| TTC 046 000            | SDN FGQ3 | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| 2-digit component code | _____    |      |      |      |      |      |      |      |      |
| 8-digit EAS            | _____    |      |      |      |      |      |      |      |      |
| 4-digit source entry   | _____    |      |      |      |      |      |      |      |      |
| 1-digit CLA            | _____    |      |      |      |      |      |      |      |      |

h. If a permanent Reserve officer has current status terminated and enlists for the purpose of accepting a permanent warrant officer appointment, use the following statement:

|                                           |          |      |      |      |      |      |      |      |      |
|-------------------------------------------|----------|------|------|------|------|------|------|------|------|
| TTC 046 001                               | SDN FGR1 | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| 2-digit permanent grade                   | _____    |      |      |      |      |      |      |      |      |
| 6-digit DOR                               | _____    |      |      |      |      |      |      |      |      |
| 2-digit present grade                     | _____    |      |      |      |      |      |      |      |      |
| 6-digit present grade DOR                 | _____    |      |      |      |      |      |      |      |      |
| 2-digit component code                    | _____    |      |      |      |      |      |      |      |      |
| 8-digit EAS (zeros for a Regular officer) | _____    |      |      |      |      |      |      |      |      |
| 4-digit source of entry                   | _____    |      |      |      |      |      |      |      |      |
| 1-digit CLA                               | _____    |      |      |      |      |      |      |      |      |

i. If a Reserve officer augments into the Regular Marine Corps, use the following statement:

|                         |          |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|--|
| TTC 046 006             | SDN KGQ1 | ____ | ____ | ____ | ____ |  |
| 2-digit component code  | _____    |      |      |      |      |  |
| 8-zeros for the EAS     | _____    |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |  |
| 1-digit legal code      | _____    |      |      |      |      |  |

j. If a warrant officer accepts a temporary appointment as a limited duty officer (LDO), use the following statement:

|                         |          |      |      |      |      |  |
|-------------------------|----------|------|------|------|------|--|
| TTC 046 009             | SDN KGQ2 | ____ | ____ | ____ | ____ |  |
| 2-digit present grade   | _____    |      |      |      |      |  |
| 6-digit DOR             | _____    |      |      |      |      |  |
| 4-digit source of entry | _____    |      |      |      |      |  |
| 1-digit CLA             | _____    |      |      |      |      |  |

3. A DFR message to the officer’s present RUC is generated monthly until acceptance/nonacceptance is reported. A status change that has not been accepted or nonaccepted within 150 days by the field RU’s will be removed from the MCTFS CMR by computer process.

4. The following statements will be used by the field RU’s to report that the officer concerned has accepted or declined the status change:

|             |       |                  |       |  |
|-------------|-------|------------------|-------|--|
| TTC 048 000 | _____ | ACCEPT ADMIN SDN | _____ |  |
| 6-digit DOA | _____ |                  |       |  |
| 4-digit SDN | _____ |                  |       |  |

|             |       |                     |       |  |
|-------------|-------|---------------------|-------|--|
| TTC 047 000 | _____ | NONACCEPT ADMIN SDN | _____ |  |
| 6-digit DOA | _____ |                     |       |  |
| 4-digit SDN | _____ |                     |       |  |

3177. TRAINING/SCHOOL OBLIGATION DATE

1. The "Training School Obligation Date" establishes the termination date (pay-back-date) of military obligation associated with personnel who participated in Marine Corps-sponsored education or training in excess of 20 weeks. The termination date is determined from the graduation date or training completion date and the length of obligation incurred with specific programs. This data element was redefined from "Graduate Degree Funding Obligation" date.

2. The following statement will be used by this Headquarters (MMOA) to report the obligation date:

|                                                               |               |      |      |  |
|---------------------------------------------------------------|---------------|------|------|--|
| TTC 060 000                                                   | TRAIN SCH OBG | ____ | ____ |  |
| 1-character training school obligation code from MCO P1080.20 | _____         |      |      |  |
| 8-digit termination date of the obligation (i.e., CCYYMMDD)   | _____         |      |      |  |



3178. WAIVER FLAG (FORMERLY AERONAUTICAL FLAG)

1. Waiver flags are codes indicating that a portion or all of the minimum or maximum annual flying requirements and/or monthly flight time for pay have been waived for a naval aviator or naval flight officer.
2. This Headquarters (MMAO/MMEA/RAM) will use the following action statement:

|                                                            |            |      |      |             |
|------------------------------------------------------------|------------|------|------|-------------|
| TTC 342 000                                                | FLT WAIVED | ____ | ____ | HIST: _____ |
| 1-digit waiver code<br>from MCO P1080.20 _____             |            |      |      |             |
| 2-digit waiver year last waiver<br>issued (i.e., 94) _____ |            |      |      |             |
| Authority _____                                            |            |      |      |             |

CHAPTER 3

HQMC UNIQUE UNIT DIARY REPORTING OF INDIVIDUAL TRANSACTIONS

SECTION 2: UNIT DIARY REPORTING FOR REGULAR/RESERVE RETIREMENT, TRANSFER TO FMCR AND RESIGNATION

3200. GENERAL. When a Marine requests retirement, transfer to the Fleet Marine Corps Reserve or resignation the request is input by the reporting unit via UD or may be submitted via administrative action request. This Headquarters (MMSR) will review each request and submit a UD statement which will contain the response to each request.

3201. ADVANCEMENT GRADE. This transaction provides HQMC (RUC 548XX) the capability to approve a request for advancement grade and ED for a retiree.

|                                                                                                   |                   |    |
|---------------------------------------------------------------------------------------------------|-------------------|----|
| TTC 767 000                                                                                       | ADVANCEMENT GRADE | ED |
| 3-digit Grade (i.e., E-1 to E-9, E9S, 01 to 10, CMC, W1 to W5 and O1E, O2E, 03E will be utilized) |                   |    |
| 8-digit ED (i.e., CCYYMMDD)                                                                       |                   |    |

3202. APPROVED RESERVE RETIREMENT WITH PAY. This transaction provides HQMC (RUC 548XX) the capability to approve a request for Disability and Reserve Retirements Approved.

|                                                     |                      |    |      |       |      |
|-----------------------------------------------------|----------------------|----|------|-------|------|
| TTC 775 002                                         | APP RES RET WITH PAY | ED | PSPD | PCHAR | AUTH |
| 8-digit ED approved for retirement (i.e., CCYYMMDD) |                      |    |      |       |      |
| 4-digit SPD                                         |                      |    |      |       |      |
| 1-digit Character of service                        |                      |    |      |       |      |
| 9-digit Authority                                   |                      |    |      |       |      |

3203. APPROVED RESIGNATION EFFECTIVE DATE. This transaction provides HQMC (RUC 548XX) the capability to approve a request for Resignation Approved.

|                                                      |           |    |      |       |     |      |
|------------------------------------------------------|-----------|----|------|-------|-----|------|
| TTC 775 008                                          | APP RESGN | ED | PSPD | PCHAR | LAW | AUTH |
| 8-digit ED approved for resignation (i.e., CCYYMMDD) |           |    |      |       |     |      |
| 4-digit SPD                                          |           |    |      |       |     |      |
| 1-digit Character of Service                         |           |    |      |       |     |      |
| 4-digit Retirement separation law                    |           |    |      |       |     |      |
| 9-digit Authority                                    |           |    |      |       |     |      |

3204. APPROVED RESIGNATION WITH RESERVE COMMISSION EFFECTIVE DATE. This transaction provides HQMC (RUC 548XX) the capability to approve a request for resignation with a Reserve Commission.

|                                                      |                         |    |      |       |     |      |
|------------------------------------------------------|-------------------------|----|------|-------|-----|------|
| TTC 775 009                                          | APP RESGN WITH RES COMM | ED | PSPD | PCHAR | LAW | AUTH |
| 8-digit ED approved for resignation (i.e., CCYYMMDD) |                         |    |      |       |     |      |
| 4-digit SPD                                          |                         |    |      |       |     |      |
| 1-digit Character of service                         |                         |    |      |       |     |      |
| 4-digit Separation retirement law                    |                         |    |      |       |     |      |
| 9-digit Authority                                    |                         |    |      |       |     |      |

3205. APPROVED RESIGNATION WITHOUT RESERVE COMMISSION EFFECTIVE DATE. This transaction provides HQMC (RUC 548XX) the capability to approve a request for resignation without a Reserve Commission.

TTC 775 010

|                                                      |      |       |     |      |
|------------------------------------------------------|------|-------|-----|------|
| APP RESGN WO RES COMM ED                             | PSPD | PCHAR | LAW | AUTH |
| 8-digit ED approved for resignation (i.e., CCYYMMDD) |      |       |     |      |
| 4-digit SPD                                          |      |       |     |      |
| 1-digit Character of Service                         |      |       |     |      |
| 4-digit Separation retirement law                    |      |       |     |      |
| 9-digit Authority                                    |      |       |     |      |

3206. APPROVED RETIREMENT RESERVE AWAITING PAY. This transaction provides HQMC (RUC 548XX) the capability to approve a request for Reserve Retirements Approved.

TTC 775 003 APP RET RES AWTG PAY ED

|                                                     |      |       |      |
|-----------------------------------------------------|------|-------|------|
| 8-digit ED approved for retirement (i.e., CCYYMMDD) | PSPD | PCHAR | AUTH |
| 4-digit SPD                                         |      |       |      |
| 1-digit Character of service                        |      |       |      |
| 9-digit Authority                                   |      |       |      |

3207. APPROVED RESERVE RETIREMENT WITHOUT PAY EFFECTIVE DATE. This transaction provides HQMC (RUC 548XX) the capability to approve a request for Reserve Retirement Approved.

TTC 775 004 APP RET RES WO PAY ED

|                                                     |      |       |      |
|-----------------------------------------------------|------|-------|------|
| 8-digit ED approved for retirement (i.e., CCYYMMDD) | PSPD | PCHAR | AUTH |
| 4-digit SPD                                         |      |       |      |
| 1-digit Character of service                        |      |       |      |
| 9-digit Authority                                   |      |       |      |

3208. APPROVED TRANSFER TO THE PERMANENT DISABILITY RETIRED LIST. This transaction provides HQMC (RUC 548XX) the capability to approve a request for the Approval on an individual that has been found permanently disabled.

TTC 775 007

|                                                     |      |    |   |   |       |    |
|-----------------------------------------------------|------|----|---|---|-------|----|
| APP TR PDRL ED                                      | DSBL | VA | / | / | INDEX | ED |
| 8-digit ED approved for retirement (i.e., CCYYMMDD) |      |    |   |   |       |    |
| 3-digit Approved percentage for disability          |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 1              |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 2              |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 3              |      |    |   |   |       |    |
| 5-digit Index                                       |      |    |   |   |       |    |
| 8-digit Index approval date (i.e., CCYYMMDD)        |      |    |   |   |       |    |

3209. APPROVED TRANSFER TO THE TEMPORARY DISABILITY RETIREMENT LIST. This transaction provides HQMC (RUC 548XX) the capability to approve a request for Approval on an individual that has been found temporarily disabled.

TTC 775 006

|                                              |    |      |    |      |    |   |   |       |    |
|----------------------------------------------|----|------|----|------|----|---|---|-------|----|
| APP                                          | TR | TDRL | ED | DSBL | VA | / | / | INDEX | ED |
|                                              |    |      |    |      |    |   |   |       |    |
| 8-digit ED approved for retirement           |    |      |    |      |    |   |   |       |    |
| 3-digit Approved percentage for disability   |    |      |    |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 1       |    |      |    |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 2       |    |      |    |      |    |   |   |       |    |
| 4-digit Veterans Administration Code 3       |    |      |    |      |    |   |   |       |    |
| 5-digit Index                                |    |      |    |      |    |   |   |       |    |
| 8-digit Index approval date (i.e., CCYYMMDD) |    |      |    |      |    |   |   |       |    |

3210. CAREER INACTIVE DUTY POINTS. This transaction provides HQMC (RUC 548XX) the capability to approve a request for career inactive duty points on a Reservist.

TTC 761 000

CAREER INACTIVE DUTY POINTS

5-digit total number of points (i.e., 1521)

3211. COMBAT RELATED DISABILITY. This transaction provides HQMC (RUC 548XX) the capability to report a combat related disability for a retiree.

TTC 763 000

COMBAT RELATED DISABILITY

1-digit 'Y' for Yes or 'N' for No

3212. DISCHARGE APPROVED EFFECTIVE DATE. This transaction provides HQMC (RUC 548XX) the capability to report the approval of a discharge request.

TTC 775 005

|                                                |     |    |      |       |      |     |
|------------------------------------------------|-----|----|------|-------|------|-----|
| DISCHARGE                                      | APP | ED | PSPD | PCHAR | AUTH | PAR |
|                                                |     |    |      |       |      |     |
| 8-digit ED discharge approved (i.e., CCYYMMDD) |     |    |      |       |      |     |
| 4-digit SPD                                    |     |    |      |       |      |     |
| 1-digit Character of service                   |     |    |      |       |      |     |
| 9-digit Discharge authority                    |     |    |      |       |      |     |

3213. DISCHARGE APPROVED RETAIN. This transaction provides HQMC (RUC 548XX) the capability to report the approval of a discharge for a member on the Temporary Disability Retired List who elects to go back on Active Duty.

TTC 775 012

|                                            |     |        |    |      |       |    |      |
|--------------------------------------------|-----|--------|----|------|-------|----|------|
| DIS                                        | APP | RETAIN | VA | DSBL | INDEX | ED | AUTH |
|                                            |     |        |    |      |       |    |      |
| 4-digit Veterans Administration Code 1     |     |        |    |      |       |    |      |
| 4-digit Veterans Administration Code 2     |     |        |    |      |       |    |      |
| 4-digit Veterans Administration Code 3     |     |        |    |      |       |    |      |
| 3-digit Approved percentage for disability |     |        |    |      |       |    |      |
| 5-digit Index                              |     |        |    |      |       |    |      |
| 8-digit Index approval date                |     |        |    |      |       |    |      |
| 9-digit Authority                          |     |        |    |      |       |    |      |

3214. DISCHARGE APPROVED WITH SEVERANCE PAY. This transaction provides HQMC (RUC 548XX) the capability to report the approval of a discharge with severance pay. This transaction can be reported on Active duty, Reserve and personnel on the TDRL.

TTC 775 011

|                                            |    |    |      |       |    |      |  |
|--------------------------------------------|----|----|------|-------|----|------|--|
| DIS APP W/SEV VA                           | _/ | _/ | DSBL | INDEX | ED | AUTH |  |
| 4-digit Veterans Administration Code 1     |    |    |      |       |    |      |  |
| 4-digit Veterans Administration Code 2     |    |    |      |       |    |      |  |
| 4-digit Veterans Administration Code 3     |    |    |      |       |    |      |  |
| 3-digit Approved percentage for disability |    |    |      |       |    |      |  |
| 5-digit Index                              |    |    |      |       |    |      |  |
| 8-digit Index approval date                |    |    |      |       |    |      |  |
| 9-digit Authority                          |    |    |      |       |    |      |  |

3215. DISCHARGE APPROVED WITHOUT SEVERANCE PAY. This transaction provides HQMC (RUC 548XX) the capability to report the approval of a discharge without severance pay. This transaction can be reported on Active duty, Reserve and TDRL personnel.

TTC 775 013

|                                            |    |    |      |       |    |      |  |
|--------------------------------------------|----|----|------|-------|----|------|--|
| DIS APP W/O SEV VA                         | _/ | _/ | DSBL | INDEX | ED | AUTH |  |
| 4-digit Veterans Administration Code 1     |    |    |      |       |    |      |  |
| 4-digit Veterans Administration Code 2     |    |    |      |       |    |      |  |
| 4-digit Veterans Administration Code 3     |    |    |      |       |    |      |  |
| 3-digit Approved percentage for disability |    |    |      |       |    |      |  |
| 5-digit Index                              |    |    |      |       |    |      |  |
| 8-digit Index approval date                |    |    |      |       |    |      |  |
| 9-digit Authority                          |    |    |      |       |    |      |  |

3216. DISCHARGE DISAPPROVED. This transaction provides HQMC (RUC 548XX) the capability to report the disapproval of a requested discharge.

TTC 776 002

|                                      |  |
|--------------------------------------|--|
| DISCHARGE DISAPPROVED AUTH PAR       |  |
| 9-digit Reason discharge disapproved |  |

3217. HEROISM PAY FLAG. This transaction provides HQMC (RUC 548XX) the capability to report if the Retiree is entitled to heroism pay.

TTC 758 000

|                                   |  |
|-----------------------------------|--|
| HEROISM PAY FLAG                  |  |
| 1-digit '0' for No or '1' for Yes |  |

3218. MANDATORY RETIREMENT/SEPARATION DATE. This transaction provides HQMC (RUC 548XX) the capability to report the mandatory retirement/separation date that the member must retire or separate.

TTC 765 000

|                                                     |  |
|-----------------------------------------------------|--|
| MANDATORY RETIREMENT/SEPARATION DATE                |  |
| 8-digit date member must retire by (i.e., CCYYMMDD) |  |

3219. MENTAL INCOMPETENCY FLAG. This transaction provides HQMC (RUC 548XX) the capability to report if the member is mentally incompetent or not.

TTC 754 000

|                                    |  |
|------------------------------------|--|
| MENTAL INCOMPETENCY FLAG           |  |
| 1-digit 'Y' for Yes or 'N' for No) |  |

3220. PERCENT DISABILITY. This transaction provides HQMC (RUC 548XX) the capability to report the percent of disability that the member rates.

|                                                            |                    |    |  |
|------------------------------------------------------------|--------------------|----|--|
| TTC 756 000                                                | PERCENT DISABILITY | ED |  |
| 3-digit percentage of disability<br>(i.e., 0 to 100%)      |                    |    |  |
| 8-digit ED disability percent approved<br>(i.e., CCYYMMDD) |                    |    |  |

3221. PHYSICAL EVALUATION BOARD INDEX NUMBER. This transaction provides HQMC (RUC 548XX) the capability to report the Physical Evaluation Board information.

|                                        |                  |               |  |
|----------------------------------------|------------------|---------------|--|
| TTC 772 000                            | PEB INDEX NUMBER | APPROVAL DATE |  |
| 5-digit Index number                   |                  |               |  |
| 8-digit Approval date (i.e., CCYYMMDD) |                  |               |  |

3222. REQUEST RETIREMENT OR TRANSFER TO THE FMCR THAT HAS BEEN APPROVED. The appropriate statement shown below provides the capability to approve a request for transfer to the FMCR or request for active duty retirement:

|                                |              |         |  |
|--------------------------------|--------------|---------|--|
| TTC 775 000                    | REQ RET APP  | RET LAW |  |
| TTC 775 001                    | REQ FMCR APP | RET LAW |  |
| 8-digit date approved          |              |         |  |
| 4-digit primary retirement law |              |         |  |

3223. REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION THAT HAS BEEN DISAPPROVED. The appropriate statement shown below provides HQMC (MMSR) the capability to disapprove a request for transfer to FMCR, Resignation or Retirement are listed below:

|                                        |               |       |  |
|----------------------------------------|---------------|-------|--|
| TTC 776 000                            | REQ RET DIS   | HIST: |  |
| TTC 776 001                            | REQ FMCR DIS  | HIST: |  |
| TTC 776 003                            | REQ RESGN DIS | HIST: |  |
| 6-digit ED of disapproval              |               |       |  |
| HIST: statement to explain disapproval |               |       |  |

3224. REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION THAT ARE PENDING. The appropriate statement shown below will be used for requests that are pending transfer to the FMCR, Resignation or Retirement. Use the appropriate statement from below:

|                                                     |                |       |  |
|-----------------------------------------------------|----------------|-------|--|
| TTC 774 000                                         | REQ RET PEND   | HIST: |  |
| TTC 774 001                                         | REQ FMCR PEND  | HIST: |  |
| TTC 774 002                                         | REQ RESGN PEND | HIST: |  |
| 8-digit ED to acknowledge<br>receipt of the request |                |       |  |
| HIST: statement to explain action required          |                |       |  |

3225. REQUEST RETIREMENT, TRANSFER TO THE FMCR, OR RESIGNATION THAT HAS BEEN WITHDRAWN. The appropriate statement shown below allows HQMC (MMSR) to withdraw a previously approved request for Retirement, transfer to the FMCR, or Resignation.

|                                                             |                    |            |  |
|-------------------------------------------------------------|--------------------|------------|--|
| TTC 777 000                                                 | REQ RET WDN_____   | HIST:_____ |  |
| TTC 777 001                                                 | REQ FMCR WDN_____  | HIST:_____ |  |
| TTC 777 002                                                 | REQ RESGN WDN_____ | HIST:_____ |  |
| ED date to acknowledge HQMC receipt of the transaction_____ |                    |            |  |
| HIST: statement to explain reason for withdrawal_____       |                    |            |  |

3226. REQUEST HELD IN ABEYANCE. This transaction allows HQMC (RUC 548XX) the capability to temporarily delay any requests or approvals for retirement, transfer to FMCR, resignation, or discharge.

|                                                                                                     |                               |  |
|-----------------------------------------------------------------------------------------------------|-------------------------------|--|
| TTC 764 000                                                                                         | REQUEST HELD IN ABEYANCE_____ |  |
| 1-digit reason code M, L or I<br>(M = Medical, L = Legal or I = Convenience of the Government)_____ |                               |  |

3227. RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP)

- 1. Marine reservists who make an RCSBP election when they become eligible for retirement; however, they are not entitled to retired pay until age 60. This data provides the CMC and commanders with data necessary in the event of the member’s death. Input of RCSBP is restricted to the CMC (MMSR).
- 2. Upon receipt and verification of supporting documentation from eligible Marines the CMC (MMSR) (RUC 88714) will report RCSBP.
- 3. The following statement will be used to report a Marine reservist’s RCSBP:

|                                         |                |           |            |          |  |
|-----------------------------------------|----------------|-----------|------------|----------|--|
| TTC 850 000                             | RCSBP OPT_____ | TYPE_____ | LEVEL_____ | AMT_____ |  |
| 1-digit option_____                     |                |           |            |          |  |
| 1-digit type of coverage_____           |                |           |            |          |  |
| 1-digit level of coverage_____          |                |           |            |          |  |
| 4-digit amount of reduced coverage_____ |                |           |            |          |  |

4. RCSBP Option Codes:

| CODE | DESCRIPTION                                                                                                                      |
|------|----------------------------------------------------------------------------------------------------------------------------------|
| A    | Does not wish to make an election at this time.                                                                                  |
| B    | Elects RCSBP coverage for an annuity to begin on his 60th birthday or the day after the date of his death, whichever is later.   |
| C    | Elects RCSBP coverage for an annuity to begin on the day after the date of his death, whether before or after his 60th birthday. |

5. RCSBP Type of Coverage Codes:

| CODE | DESCRIPTION                            |
|------|----------------------------------------|
| A    | Spouse only                            |
| B    | Spouse and children                    |
| C    | Children only                          |
| D    | Former spouse only                     |
| E    | Former spouse and children             |
| F    | Natural person with insurable interest |

|         |                                                                                                                                                                                               |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE 1: | The RCSBP amount of coverage is not specified with an amount if the member elects full coverage; however, if the member elects reduced coverage then a whole dollar amount must be specified. |
| NOTE 2: | RCSBP can be viewed in MCTFS.                                                                                                                                                                 |

```
TTC 774 003 RES RET REQUEST PENDING RER FLAG____|
1-digit code from below_____|
```

3229. RETIREMENT ELIGIBILITY REQUIREMENT MET. This transaction provides HQMC (RUC 548XX) the capability to report the date the retirement eligibility requirements have been met for a retiree.

3230. RETIRED PAY GRADE CODE. This transaction provides HQMC (548XX) the capability to report a change to the retirees pay grade code.

3231. RETIREMENT/SEPARATION LAW CODE. This transaction provides HQMC (548XX) the capability to report/change the retirement law on a retiree.

3-43



3232. SENT 20 YEAR LETTER EFFECTIVE DATE. This transaction provides HQMC (548XX) the capability to report the date the letter was sent to a Reservist that has completed 20 years of qualifying service for retirement.

|                                                                                       |                |    |  |
|---------------------------------------------------------------------------------------|----------------|----|--|
| TTC 445 000                                                                           | SENT 20 YR LTR | ED |  |
| 1-digit 20 year letter sent                                                           |                |    |  |
| 8-digit ED member completed 20 yrs qualifying service for retirement (i.e., CCYYMMDD) |                |    |  |

3233. START SUSPENDED STATUS EFFECTIVE DATE. This transaction provides HQMC (548XX) the capability to start or stop a retirees pay account.

|                                                       |                   |     |  |
|-------------------------------------------------------|-------------------|-----|--|
| TTC 219 000                                           | STRT SUSPEND STAT | EFF |  |
| 2-digit PDS code from below                           |                   |     |  |
| 8-digit ED retirees pay is suspended (i.e., CCYYMMDD) |                   |     |  |

|                                                       |                   |  |
|-------------------------------------------------------|-------------------|--|
| TTC 219 000                                           | STOP SUSPEND STAT |  |
| 8-digit ED retirees pay is suspended (i.e., CCYYMMDD) |                   |  |

NOTE:

If an individual does not take a physical, the CMC (MMSR) has the authority to report TTC 219 000 Start Susp Stat with Code "SR" and an ED which will send a 49 record to Cleveland to suspend the members pay as of the ED. In order to allow the pay resume, the CMC (MMSR) has the authority to report TTC 219 001 "Stop Suspend Status". This TTC must be action dated with the date for Cleveland to restart the pay.

PAY STATUS CODES

| PAY CODE       | DESCRIPTION                                           |
|----------------|-------------------------------------------------------|
| PA             | Unrestricted Active Pay                               |
| PR             | Account Activation Request                            |
| SUSPENDED CODE |                                                       |
| SA             | Legal Representative Required                         |
| SB             | Blocked Country                                       |
| SC             | Payments Undeliverable                                |
| SD             | Renoucement of Pay                                    |
| SE             | Failure to File DD 1357                               |
| SF             | COE Required                                          |
| SH             | Suspension with Partial SBP/RSFPP Remittance          |
| SL             | RCPS Restoration Reject                               |
| SN             | Net Pay is Negative (Non-New Account)                 |
| SO             | Unable to Establish Payline                           |
| SP             | FCE Pay Cap                                           |
| SR             | TDRL Removal (Failure to Report for Physical)         |
| SX             | Other Suspension with Pay                             |
| SZ             | Update Computation Reject (Non-New Account)           |
| NA             | Recall to Active duty (30 Days or more)               |
| NB             | Full Civil Svc Annuity (Possible SBP Direct Remitter) |
| NC             | Reduced Civil Svc Annuity                             |
| NE             | TDRL Removal (Greater than 5 years)                   |
| NJ             | First Pay Pending                                     |
| NK             | Document Start not Complete                           |
| NN             | Net Pay is Negative (New Account)                     |
| NQ             | Full VA Waiver                                        |
| NR             | Reserved (Pre-Ret Processing)                         |

| NON-PAY CODE | DESCRIPTION                             |
|--------------|-----------------------------------------|
| NS           | Unconfirmed Death Notice                |
| NT           | Discharged from TDRL Authorized         |
| NU           | Retired and Retained on ACDU            |
| NX           | Other Suspension without Pay            |
| NZ           | Update Computation Reject (New Account) |

TERMINATED PAY

|    |                                               |
|----|-----------------------------------------------|
| TA | Death of Payee                                |
| TB | TDRL Removal with Severance Pay               |
| TC | TDRL Removal without Severance Pay            |
| TD | TDRL Removal (Reenlistment)                   |
| TN | Terminated by SecNav-NMPC                     |
| TP | Deceased Pending Balance Input                |
| TR | Deceased Arrears Reconciled                   |
| TS | Discharge from Fleet Reserve w/o reenlistment |
| TX | Other Termination                             |
| TY | Cross Reference Record                        |
| TZ | Administratively Deleted                      |

3234. TEMPORARY DISABILITY RETIRED LIST TO FLEET MARINE CORPS RESERVE. This transaction provides HQMC (548XX) the capability to change the status of a disability retirement.

TTC 778 002TDRL TO FMCR EDSPD

|                                                               |  |  |
|---------------------------------------------------------------|--|--|
| 8-digit ED approved status<br>(i.e., CCYYMMDD) change to FMCR |  |  |
| 4-digit SPD                                                   |  |  |

3235. TEMPORARY DISABILITY RETIRED LIST TO PERMANENT DISABILITY RETIRED LIST. This transaction provides HQMC (548XX) the capability to change the status of a disability retirement.

TTC 778 000TDRL TO PDRL ED DSBL VA / / XXXX INDEX XXXXX ED XXXXXXXX

|                                                        |  |  |  |  |  |  |
|--------------------------------------------------------|--|--|--|--|--|--|
| 8-digit ED approved for retirement<br>(i.e., CCYYMMDD) |  |  |  |  |  |  |
| 3-digit Approved percentage for disability             |  |  |  |  |  |  |
| 4-digit Veterans Administration Code 1                 |  |  |  |  |  |  |
| 4-digit Veterans Administration Code 2                 |  |  |  |  |  |  |
| 4-digit Veterans Administration Code 3                 |  |  |  |  |  |  |
| 5-digit Index                                          |  |  |  |  |  |  |
| 8-digit Approval date (i.e., CCYYMMDD)                 |  |  |  |  |  |  |

3236. TEMPORARY DISABILITY RETIRED LIST TO RETIRED EFFECTIVE DATE. This transaction provides HQMC (548XX) the capability to change the status of a disability retirement.

TTC 778 001TDRL TO RETIRED EDLAWSPD

|                                                               |  |  |
|---------------------------------------------------------------|--|--|
| 8-digit ED approved or status change to FMCR (i.e., CCYYMMDD) |  |  |
| 4-digit Retirement separation law                             |  |  |
| 4-digit Separation code from MCO P1080.20                     |  |  |

3237. TOTAL ACTIVE MILITARY SERVICE. This transaction provides HQMC the capability to change the total active military service.

TTC 751 000TOTAL ACTIVE MILITARY SERVICE

|                                                                                       |  |
|---------------------------------------------------------------------------------------|--|
| 6-digit total years, months, days<br>total accumulative active service (i.e., 260310) |  |
|---------------------------------------------------------------------------------------|--|

3238. TOTAL ACTIVE CONSTRUCTIVE SERVICE. This transaction provides HQMC the capability to change the total active constructive service.

TTC 769 000 TOTAL ACTIVE CONSTRUCTIVE SERVICE\_\_\_\_\_||  
6-digit total years, months, and days (i.e., 230504)\_\_\_\_\_||

3239. TOTAL CAREER SERVICE PAY. This transaction provides HQMC the capability to change the total career service for pay on a reservist.

TTC 760 000 TOTAL CAREER SERVICE PAY\_\_\_\_\_||  
6-digit total years, months, and days (i.e., 250305)\_\_\_\_\_||

3240. TOTAL COMMISSIONED SERVICE. This transaction provides HQMC the capability to report total commissioned service on and officer or prior officer.

TTC 759 000 TOTAL COMMISSIONED SERVICE\_\_\_\_\_||  
6-digit total years, months, dates member is  
a commissioned officer. (Officer must have  
10 years or more commissioned service)  
(i.e., 231004)\_\_\_\_\_||

3241. TOTAL CONSTRUCTIVE SERVICE. This transaction provides HQMC the capability to report total constructive service.

TTC 770 000 TOTAL CONSTRUCTIVE SERVICE\_\_\_\_\_||  
6-digit total years, months, and days (i.e., 250604)\_\_\_\_\_||

3242. TOTAL CRUISE SERVICE. This transaction provides HQMC the capability to report total cruise service on a potential retiree.

TTC 766 000 TOTAL CRUISE SERVICE\_\_\_\_\_||  
4-digit total months and days  
of Naval Service (i.e., 1003)\_\_\_\_\_||

3243. TOTAL INACTIVE SERVICE. This transaction provides HQMC the capability to report total inactive service on a retiree.

TTC 771 000 TOTAL INACTIVE SERVICE\_\_\_\_\_||  
6-digit total years, months, and days (i.e., 260907)\_\_\_\_\_||

3244. TOTAL MILITARY SERVICE. This transaction provides HQMC the capability to report total military service on a retiree.

TTC 750 000 TOTAL MILITARY SERVICE\_\_\_\_\_||  
6-digit total years, months, days,  
accumulative military service (i.e., 420129)\_\_\_\_\_||

3245. TOTAL MULTIPLIER SERVICE. This transaction provides HQMC the capability to report total multiplier service on a retiree.

TTC 752 000 TOTAL MULTIPLIER SERVICE\_\_\_\_\_||  
6-digit total years, months,  
days multiplier service (i.e., YYMMDD)\_\_\_\_\_||

3246. TOTAL QUALIFYING SERVICE. This transaction provides HQMC the capability to report total qualifying service on a reserve retiree.

|                                              |                               |  |
|----------------------------------------------|-------------------------------|--|
| TTC 768 000                                  | TOTAL QUALIFYING SERVICE_____ |  |
| 6-digit total years, months, and days        |                               |  |
| member has spent in a reserve component      |                               |  |
| and has earned 365/366 points (i.e., 201022) | _____                         |  |

3247. VETERANS ADMINISTRATION CODE. This transaction provides HQMC the capability to report the veterans administration code on a disability retiree.

|                                        |                                            |  |
|----------------------------------------|--------------------------------------------|--|
| TTC 757 000                            | VETERANS ADMINISTRATION CODE____/____/____ |  |
| 4-digit Veterans Administration-Code 1 | _____                                      |  |
| 4-digit Veterans Administration-Code 2 | _____                                      |  |
| 4-digit Veterans Administration-Code 3 | _____                                      |  |

CHAPTER 4

BY-NAME ORDERS PROCESS

|                                                                                            | <u>PARAGRAPH</u> | <u>PAGE</u> |
|--------------------------------------------------------------------------------------------|------------------|-------------|
| TRANSFER ORDERS (BY-NAME) FOR PERMANENT<br>CHANGE OF STATION (RECORD/SDA) INPUT) . . . . . | 4001             | 4-3         |
| TRANSFER ORDERS (BY-NAME) FOR PERMANENT<br>CHANGE OF STATION (UNIT DIARY INPUT) . . . . .  | 4002             | 4-5         |
| ACCEPTED BY-NAME ORDERS DATA . . . . .                                                     | 4003             | 4-6         |
|                                                                                            |                  | 4-1         |

BY-NAME ORDERS PROCESS

4001. TRANSFER ORDERS (BY-NAME) FOR PERMANENT CHANGE OF STATION (RECORD/SDA INPUT)

1. Transfer orders (by-name) for PCS, cancellations and modifications issued by this Headquarters (MMEA/MMOA) are entered into the MCTFS in the form of an orders change record or batch transaction file input.

2. The processing of the by-name orders input by responsible staff agencies is mandatory. When by-name orders are issued, they serve as a method by which this Headquarters personnel managers can project unit strength, not only for the gaining commands but for the losing commands as well. The capability of being able to show the effect of by-name orders on projected strengths is of considerable value to the monitor in analyzing future personnel requirements.

3. Headquarters monitors must enter, modify or cancel PCS orders data by using the following Type Transactions Codes (TTC):

a. The following by-name orders record format must be used for TTC 010:

| <u>NOTES</u> | <u>RECORD COLUMN</u> | <u>DATA DESCRIPTION</u>                                   | <u>DATA SAMPLE</u> |
|--------------|----------------------|-----------------------------------------------------------|--------------------|
| (5)          | 1-10                 | SSN                                                       | 0044567893         |
| (5)          | 11-12                | Initials, First & Middle                                  | AB                 |
| (5)(8)       | 13-15                | Type Transaction Code (TTC)                               | 010-R10            |
| (1)          | 16-21                | Date of Transaction                                       | 931015             |
| (2)(5)       | 22-27                | Estimated Date of Departure (EDD)                         | 931101             |
| (3)(5)       | 28-33                | Estimated Date of Arrival (EDA)                           | 931230             |
| (5)          | 34-37                | Primary MOS (PMOS)                                        | 0151 or blank      |
| (5)          | 38-42                | Reporting Unit Code (RUC)                                 | 54830              |
| (5)          | 43-45                | Future MCC (FMCC)                                         | 122                |
|              | 46-47                | Present Grade/Recommended Grade                           | E6                 |
| (9)          | 48                   | Geo-Location Flag                                         | 2                  |
|              | 49-50                | Blank                                                     | Blank              |
| (5)          | 51-53                | Present MCC (PMCC)                                        | 012                |
|              | 54-60                | Last Name                                                 | JONES              |
| (6)          | 61-63                | Intermediate MCC (IMCC)                                   | J26                |
| (6)          | 64-67                | Intermediate MCC - Estimated Date of Arrival (IMCC-EDA)   | 9311               |
| (6)(7)       | 68-70                | Advanced MCC (AMCC) Advanced GLC (AGLC)                   | 010 for AGLC       |
| (6)          | 71-74                | Advanced MCC Estimated Date of Arrival (AMCC-EDA)         | 9406               |
| (4)(5)       | 75                   | Duty Status at FMCC                                       | 1                  |
| (6)          | 76-77                | Future Tour Control Factor                                | 36                 |
| (5)          | 78-80                | Reason for Transfer Code-Permanent Change of Station Code | IUA                |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE 1: | Date must be before or equal to "date of diary."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| NOTE 2: | Date must be equal to or subsequent to "date of diary" but not greater than EDA.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| NOTE 3: | Date must be greater than EDD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| NOTE 4: | If duty at FMCC will be chargeable, code/punch 1; if duty at FMCC will be not chargeable, code/punch 2.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| NOTE 5: | These items must be present in prescribed format or input will fail.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| NOTE 6: | These items may be blank or zeros on AIMMS record, but must be zeros on UD entry. As an example, an FMCC may be established without an IMCC or FMCC being present. However, when an IMCC is present and for any future, intermediate or advanced MCC that is included, there must be an appropriate EDD/EDA. In addition DMCC may be entered in this field. In this field only MCC, AGLC and AMCC are interchangeable. When either of these are entered there must be a Geo-Location Flag entered in block 48 of the orders card. |

|         |                                                                                                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE 7: | Advanced MCC may also be any valid MCTFS school code; EDA is required.                                                                                                          |
| NOTE 8: | An "R" in the first position of the TTC will be entered to correct an entry that failed. For example, R10. This entry will remove the error from the master error control file. |
| NOTE 9: | Geo-Location Flags are: 1=No AGLC, AMCC, or DMCC; 2=AGLC; 3=AMCC; 4=DMCC; 5=SSC. (A code must be present.)                                                                      |

b. TTC 011 (MODIFICATION) and TTC 016 (MODIFICATION EN ROUTE) are prepared using the same record format. TTC 011 must be used to modify a Marine's orders when it is reasonably certain that the Marine has not physically departed the command. TTC 016 must be used when the Marine has physically departed the present command. The following by-name orders record format must be used for TTC 011 (MODIFICATION) and TTC 016 (MODIFICATION EN ROUTE):

| NOTES     | RECORD<br>COLUMN | DATA DESCRIPTION                | DATA<br>SAMPLE |
|-----------|------------------|---------------------------------|----------------|
| (1)       | 1-10             | SSN                             | 0044356789     |
| (1)       | 11-12            | Initials, First & Middle        | AB             |
| (1)       | 13-15            | TTC                             | 011-R11/06-R16 |
| (1)(2)(5) | 16-21            | Date of Transaction             | 930510         |
| (3)(4)    | 22-27            | EDD                             | 930615         |
| (4)       | 28-33            | EDA                             | 930801         |
| (1)       | 34-37            | PMOS                            | 0151           |
| (1)       | 38-42            | RUC                             | 54830          |
| (4)       | 43-45            | FMCC                            | 013            |
| (1)       | 46-47            | Present Grade/Recommended Grade | E6             |
|           | 48               | Geo-Location Flag               | 2              |
|           | 49-50            | Blank                           | Blank          |
| (1)       | 51-53            | PMCC                            | 012            |
| (1)       | 54-60            | Last Name                       | JONES          |
| (4)       | 61-63            | IMCC                            | J26            |
| (4)       | 64-67            | IMCC-EDA                        | 9305           |
| (4)       | 68-70            | AMCC or AGLC                    | 010            |
| (4)       | 71-74            | AMCC-EDA or AGLC-EDA            | 9406           |
| (4)       | 75               | Duty Status at FMCC             | 1              |
| (4)       | 76-77            | Future Tour Control Factor      | 36             |
| (4)       | 78-80            | Reason for Transfer/PCS Code    | 1UA            |

|         |                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------|
| NOTE 1: | These items must be entered to correspond with original TTC 010 orders entry.                                                      |
| NOTE 2: | Transaction date must be same as the original entry and prior to EDD.                                                              |
| NOTE 3: | If en route modification TTC 016, this date must be 000000.                                                                        |
| NOTE 4: | These items may be modified as required; when not modified they must be identical to the original entry that was previously input. |
| NOTE 5: | An "R" in the first position of the TTC will be entered to correct an entry that failed. For example, R11, R16.                    |
| NOTE 6: | Geo-Location Flags are : 1=No AGLC, AMCC, or DMCC; 2=AGLC; 3=AMCC; 4=DMCC; 5=SSC. (A code must be present.)                        |

c. The following by-name orders record format must be used for TTC 012 (CANCELLATION):

| <u>NOTES</u> | <u>CARD</u><br><u>COLUMN</u> | <u>DATA DESCRIPTION</u>      | <u>DATA</u><br><u>SAMPLE</u> |
|--------------|------------------------------|------------------------------|------------------------------|
| (1)          | 1-10                         | SSN                          | 0087654983                   |
| (1)          | 11-12                        | Initials, First & Middle     | AB                           |
| (1)(3)       | 13-15                        | TTC                          | 012-R12                      |
| (1)          | 16-21                        | Date of Transaction          | 930529                       |
| (1)          | 38-42                        | RUC                          | 54830                        |
| (2)          | 43-45                        | Future MCC                   | 000                          |
|              | 54-60                        | Last Name                    | JONES                        |
| (2)          | 61-63                        | Intermediate MCC             | 000                          |
| (2)          | 68-70                        | Advanced MCC or Advanced GLC | 000                          |

|         |                                                                                                                                                                                                                                        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE 1: | These items must be present in prescribed format or input will fail.                                                                                                                                                                   |
| NOTE 2: | These items must be zeros to effect cancellation of original orders. All zeros equal cancellation of orders data to include FMCC, IMCC, and AMCC or AGLC. Those fields containing other than zeros will remain in the Marine's record. |
| NOTE 3: | An "R" in the first position of the TTC will be entered to correct an entry that failed.                                                                                                                                               |

4002. TRANSFER ORDERS (BY-NAME) FOR PERMANENT CHANGE OF STATION  
(UNIT DIARY INPUT)

1. Transfer orders (by-name) for PCS may be entered into the MCTFS by UD input. MCC's are in MCO P1080.20. To report this data use the action statements shown below:

ORD EDD\_EDA\_FMCC\_IMCC\_IMCC EDA\_AMCC\_AMCC EDA\_DS\_FTCF\_RFTC\_PCSC\_GF\_|

ORD MOD EDD\_EDA\_FMCC\_IMCC\_IMCC EDA\_AMCC\_AMCC EDA\_DS\_FTCF\_RFTC\_PCSC\_GF\_|

ENROUTE ORD MOD EDA FMCC IMCC IMCC EDA AMCC AMCC EDA DS FTCF RFTC PCSC GF\_|

6-digit date\_|\_|\_|\_|\_|\_|

MCC of command transferred to\_|\_|\_|\_|\_|

MCC of intermediate command.  
If none enter three zeros\_|\_|\_|

4-digit EDA of intermediate command  
(i.e., YYYY)|\_|\_|\_|

Projected Advanced MCC, or  
Advanced GLC\_|\_|\_|\_|\_|\_|\_|\_|

4-digit EDA of Advanced MCC, or Advanced GLC  
(i.e., YYYY)|\_|\_|\_|

Duty status at joining command, enter 1 if  
chargeable, enter 2 if not chargeable\_|\_|

2-digit Future Tour Control Factor code\_|\_|

1-digit For Transfer code\_|

2-digit Permanent Change of Station code\_|\_|

1-digit Geo-Location Flag code\_|



ORD CANC FMCC 000 IMCC 000 AMCC 000|

Orders canceled statement should remove all orders data from the individual’s magnetic record. No data is required with this statement other than standard identifying information.

NOTE: DOA and RUC will be taken from the heading of the UD.  
Name, initials, and social security number will be  
taken from the body of the UD.

2. English statements with correlation to TTC are shown below:

|         |                  |
|---------|------------------|
| TTC 010 | ORD              |
| TTC 011 | ORD MOD          |
| TTC 012 | ORD CANC         |
| TTC 016 | EN ROUTE ORD MOD |

4003. ACCEPTED BY-NAME ORDERS DATA. Accepted orders data will appear on the issuing RUC’s advisory file. The following is an explanation by TTC of the statement appearing on the advisory file:

|            |                                                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>TTC</u> | <u>DATA</u>                                                                                                                                           |
| 010        | ORD XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX<br><br>EDD(6) EDA(6) FMCC(3) IMDD(3) IMCC EDA(4)<br>AMCC(3) AMCC EDA(4) DS(1) FTCF(2) RFTC(1)<br>PCSC(2) PDPI(2) |
| 011        | ORDMD XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX<br><br>SAME AS 010 EXCEPT PDPI IS DROPPED                                                                      |
| 012        | ORDCL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                                                |
| 016        | EDA(6) PMCC(3) IMCC(3) IMCC EDA(4) AMCC(3)<br>AMCC EDA(4) DS(1) FTCF(2) RFTC(1) PCSC(2)<br>GF(1) AGLC(3)                                              |

CHAPTER 5

BATCH TRANSACTION FILE

|                                  | <u>PARAGRAPH</u> | <u>PAGE</u> |
|----------------------------------|------------------|-------------|
| BATCH TRANSACTION FILE . . . . . | 5001             | 5-3         |

FIGURE

|     |                                                                         |     |
|-----|-------------------------------------------------------------------------|-----|
| 5-1 | SAMPLE "UNIT DIARY" BATCH TRANSACTION FILE<br>(INCLUDING JCL) . . . . . | 5-5 |
| 5-2 | SAMPLE "ADVISORY" BATCH TRANSACTION FILE.                               | 5-6 |
|     |                                                                         | 5-1 |

BATCH TRANSACTION FILE

5001. BATCH TRANSACTION FILE

1. Certain items of information must be coded in the batch transaction for every individual action. These items are called "Standard Items" to distinguish them from like items being reported as "Changed Information." Individuals may require one or two lines depending on the particular transaction statement and the accompanying history statement.

The Standard Items are:

| <u>COLUMN</u> | <u>DATA IDENTIFICATION</u> | <u>RULES/INSTRUCTIONS</u>                                                                                                                                         |
|---------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-2           | Line Number                | Line number for the individual, 01 or 02                                                                                                                          |
| 3             | Program Number             | Always 2                                                                                                                                                          |
| 4-8           | RUC                        | Enter Reporting RUC                                                                                                                                               |
| 9-11          | Unit Diary Number          | Enter Unit Diary Number                                                                                                                                           |
| 12-17         | Preparation Date           | Enter Date Transaction Prepared YYMMDD                                                                                                                            |
| 18-19         | Initials                   | Enter Starting Field Position of First and Middle Initial                                                                                                         |
| 20-28         | Identification Number      | Enter Starting Field Position of Identification Number                                                                                                            |
| 29-80         | English Statement          | a. Use a number sign (#) to indicate a field separator in the English Statement.<br><br>b. Use a period (.) behind HIST when it appears in the English Statement. |

2. Information being reported for a Marine is entered into the "English Statement" portion (Columns 29-80) of the transaction record(s).

Examples of changed information with standard English statements:

|                                    |                                                      |
|------------------------------------|------------------------------------------------------|
| CHANGED INFORMATION                | STATEMENT TO BE USED IN<br>"ENGLISH STATEMENT" FIELD |
| ARMED FORCES ACTIVE DUTY BASE DATE | ACDU BASE DATE YYMMDD#                               |
| PREFERENCE FOR DUTY                | PREF DU ____ #                                       |
| DRAW CASE CODE                     | DRAW CASE ____ #                                     |

3. Sample AIMMS Transactions with History Statements are shown below. Figure 5-1 is a sample batch transaction submitted in SAS through Quantico.

|               |                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|
| Transaction 1 | 01254890113891225JD987645691EDPT SCORE 099 891023#HIST.THIS MARINE IS A TOP NOTC<br>02254890113891225JD987645691H PROGRAMMER# |
| Transaction 2 | 01254890113891225PX123456789EDPT SCORE 098 891023#HIST.WELL QUALIFIED FOR CSS.#                                               |
| Transaction 3 | 01254890113891225RM789012345EDPT SCORE 081 891023#HIST.SCORE IS TOO LOW FOR CSS.#                                             |

NOTE: The information contained in columns 3-28 will be duplicated for each individual transaction requiring two records.

The Batch Transaction creates an EBCDIC Dataset similar to the following:

|               |          | Column                                                                           | 1 | 4 | 9 | 12 | 1820 | 29 | 80 |
|---------------|----------|----------------------------------------------------------------------------------|---|---|---|----|------|----|----|
|               |          |                                                                                  |   |   |   |    |      |    |    |
| Transaction 1 | Record 1 | 01254890113891225JD987645691EDPT SCORE 099 891023#HIST.THIS MARINE IS A TOPNOTC  |   |   |   |    |      |    |    |
|               | Record 2 | 02254890113891225JD987645691H PROGRAMMER#                                        |   |   |   |    |      |    |    |
| Transaction 2 | Record 1 | 01254890113891225PX123456789EDPT SCORE 098 891023#HIST.WELL QUALIFIED FOR CSS.#  |   |   |   |    |      |    |    |
| Transaction 3 | Record 1 | 01254890113891225RM789012345EDPT SCORE 081 891023#HIST.SCORE IS TOO LOW FOR CSS# |   |   |   |    |      |    |    |

NOTE: In a transaction requiring two records the English Statement ends at column 80 on record 1 and continues at column 29 on record 2.

4. Sample AIMMS Transactions with History statements are shown below. Figure 5-2 is a sample batch transaction submitted in SAS through Quantico.

Transaction 1 01254890113891225JD987645691HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECT DA  
02254890113891225JD987645691TE IAW PRIM PARA. 5006. POC AV 224-1111#

Transaction 2 01254890113891225PX123456789HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECT DA  
02254890113891225PX123456789TE IAW PRIM PARA. 5006. POC AV 224-1111#

Transaction 3 01254890113891225RM789012345HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECT DA  
02254890113891225RM789012345TE IAW PRIM PARA. 5006. POC AV 224-1111#

The following dataset is created:

|               |        | Column                                                                          | 1 | 4 | 9 | 1820 | 29 | 80 |
|---------------|--------|---------------------------------------------------------------------------------|---|---|---|------|----|----|
| Transaction 1 | Line 1 | 01254890113891225JD987645691HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECT DA |   |   |   |      |    |    |
|               | Line 2 | 02254890113891225JD987645691TE IAW PRIM PARA. 5006. POC AV 224-1111#            |   |   |   |      |    |    |
| Transaction 2 | Line 1 | 01254890113891225PX123456789HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECT DA |   |   |   |      |    |    |
|               | Line 2 | 02254890113891225PX123456789TE IAW PRIM PARA. 5006. POC AV 224-1111#            |   |   |   |      |    |    |
| Transaction 3 | Line 1 | 01254890113891225RM789012345HIST.VERIFY AFADB WITH SRB/OQR AND ENTER CORRECTDA  |   |   |   |      |    |    |
|               | Line 2 | 02254890113891225RM789012345TE IAW PRIM PARA. 5006. POC AV 224-1111#            |   |   |   |      |    |    |

AIMMS

```
//GMPI5Q01 JOB (701R,MPI5,5,3), 'SGT JOE MARINE',TIME=(1,30),
// MSGCLASS=R,CLASS=1
/*ROUTE PRINT R2
//STEP1 EXEC SAS
//SAS.TESTADV DD DSN=HQMC1.DPI9.C7040.MMSINPO1(+1),
// DISP=(NEW,CATLG,CATLG)
// UNIT=SYSDA,SPACE+(800,(161,8),RLSE),
// DCB=(HQMC1.MDSCB.LRECL=80,BLKSIZE=800,RECFM=FB)
//SAS.SYSIN DD *
OPTIONS OBS=MAX NOCENTER;
DATA AIMMS;
 INPUT INIT $ 2-3 SSN $ 7-15;
 CARDS;
 JD 123456789 <-----|INITIALS and MID |
 |
;
DATA _NULL_;
 FILE TESTADV;
 SET AIMMS;
PUT @1 '01' @3 '2' @4 '54890' @9 '113' @12 '891225' @18 INIT
 @20 SSN
 @2 @29 'EDPT SCORE 099 891023#HIST.THIS MARINE IS A TOP NOTC'
 @1 '02' @3 '2' @4 '54890' @9 '113' @12 '891225' @18 INIT
 @20 SSN
 @29 'H PROGRAMMER#';
/*
//
```

Figure 5-1.--Sample "Unit Diary" Batch Transaction File  
(Including JCL).

# AIMMS

```
//GMPI5Q01 JOB (701R,MPI5,5,3), 'SGT JOE MARINE',TIME=(1,30),
// MSGCLASS=R,CLASS=1
/*ROUTE PRINT R2
//STEP1 EXEC SAS
//SAS.TESTADV DD DSN=HQMC1.DPI9.C7040.MMSINP01(+1),
// DISP=(NEW,CATLG,CATLG),
// UNIT=SYSDA,SPACE=(800,(161,8)RLSE),
// DCB=(HQMC1.MDSCB.LRECL=80,BLKSIZE=800,RECFM=FB)
//SAS.SYSIN DD *
OPTIONS OBS=MAX NOCENTER;
DATA AIMMS;
 INPUT INIT $ 2-3 SSN $ 7-15;
 CARDS;
 JD 123456789 <-----| INITIALS and MID |
 |
 RH 789012345
 FD 890123456
;
DATA _NULL_;
 FILE TESTADV;
 SET AIMMS;
PUT @1 '01' @3 '2' @4 '54890' @9 '113' @12 '891225' @18 INIT
 @20 SSN
 @29 'HIST.VERIFY AFADBD WITH SRB/OQR AND ENTER CORRECT DA';
 @1 '02' @3 '2' @4 '54890' @9 '113' @12 '891225' @18 INIT
 @20 SSN
 @29 'TE IAW PRIM PARA. 8004. POC AV 224-1111#';
```

Figure 5-2.--Sample "Advisory" Batch Transaction File.

AIMMS  
INDEX

A

|                                                                                                       |      |
|-------------------------------------------------------------------------------------------------------|------|
| Accepted By-Name Orders Data.....                                                                     | 4003 |
| Active Naval Service Base Date (Temporary/Permanent LDO's Only).....                                  | 3102 |
| Advance Grade.....                                                                                    | 3202 |
| Aeronautical Flag.....                                                                                | 3179 |
| Alternate Primary Military Occupational Specialty (APMOS).....                                        | 3103 |
| Advanced Geo-Location Code (AGLC) and Advanced Geo-Location Estimated Date of Arrival (AGLC-EDA)..... | 3104 |
| Advanced Monitored Command Code/Advanced Monitored Command Code EDA (AMCC/EDA).....                   | 3105 |
| Approved Reserve Retirement With Pay.....                                                             | 3202 |
| Approved Resignation Effective Date.....                                                              | 3203 |
| Approved Resignation With Reserve Commission Effective Date.....                                      | 3204 |
| Approved Resignation Without Reserve Commission Effective Date.....                                   | 3205 |
| Approved Retirement Reserve Awaiting Pay.....                                                         | 3206 |
| Approved Retirement Reserve Without Pay Effective Date..                                              | 3207 |
| Approved Transfer to the Permanent Disability Retired List.....                                       | 3208 |
| Approved Transfer to the Temporary Disability Retirement List.....                                    | 3209 |
| Armed Services Vocational Aptitude Battery (ASVAB).....                                               | 3106 |
| Army Radio Code (ARC).....                                                                            | 3107 |
| Automated Orders Writing Process (AOWP).....                                                          | 3108 |

B

|                                                 |          |
|-------------------------------------------------|----------|
| Basic Allowance for Quarters (BAQ).....         | 3109     |
| Batch Transaction File.....                     | Chap. 5  |
| Batch Transaction File, Unit Diary, Sample..... | Fig. 5-1 |
| By-Name Orders Process.....                     | Chap. 4  |

C

|                                                          |      |
|----------------------------------------------------------|------|
| Career Inactive Duty Points.....                         | 3210 |
| Casualty Status.....                                     | 3110 |
| Combat Related Disability.....                           | 3211 |
| Composite Score.....                                     | 3111 |
| Computerized Adaptive Version of the ASVAB (CAT-ASVAB).. | 3112 |
| Contract Legal Agreement (Officers Only).....            | 3113 |
| Cryptological Diagnostic Examination (CDE).....          | 3114 |
| Cutting Score Table.....                                 | 3115 |

D

|                                                                                               |          |
|-----------------------------------------------------------------------------------------------|----------|
| Data Change Cards.....                                                                        | Chap. 5  |
| Data Element Input Responsibility.....                                                        | 2001     |
| Data Element Responsibility List.....                                                         | Fig. 2-1 |
| Date Acceptance First Commission, Marine Corps (Initial Appointment Only).....                | 3116     |
| Date Designated Military Pilot/Naval Flight Officer.....                                      | 3117     |
| Date of Acceptance of Current Officer Appointment.....                                        | 3118     |
| Date of Rank.....                                                                             | 3119     |
| Date of Rank First Commission, Limited Duty Officer.....                                      | 3120     |
| Date of Rank First Commission, Marine Corps.....                                              | 3121     |
| Defense Language Aptitude Battery (DLAB).....                                                 | 3122     |
| Defense Language Proficiency Test II (DLPT II).....                                           | 3123     |
| Defense Language Proficiency Test III (DLPT III).....                                         | 3124     |
| Defense Language Proficiency Test IV (DLPT IV).....                                           | 3125     |
| Department of Defense Adaptability Screening Test (DoD ADAPT).....                            | 3126     |
| Department of the Navy Central Adjudication Facility (DON CAF) Security Clearance Action..... | 3127     |
| Dependent Status.....                                                                         | 3128     |
| Designated Category.....                                                                      | 3129     |
| Discharge Approved Effective Date.....                                                        | 3212     |
| Discharge Approved Retain Veterans Administration.....                                        | 3213     |
| Discharge Approved With Severance Veterans Administration.....                                | 3214     |
| Discharge Approved Without Severance Pay.....                                                 | 3215     |
| Discharge Disapproved Authority Paragraph.....                                                | 3216     |
| Draw Case Code (DCC).....                                                                     | 3130     |

E

|                                             |      |
|---------------------------------------------|------|
| Electronic Data Processing Test (EDPT)..... | 3131 |
| Estimated Date of Arrival (EDA).....        | 3132 |

F

|                                                              |      |
|--------------------------------------------------------------|------|
| Flow Through History Statements.....                         | 3133 |
| Foreign Language Proficiency Pay (FLPP).....                 | 3134 |
| Future Geographic Location Code (FGLC).....                  | 3135 |
| Future Geo-Location Current Tour Began Date (FGEO DCTB)..... | 3136 |
| Future Tour Control Factor (FTCF).....                       | 3137 |

G

|                                                      |      |
|------------------------------------------------------|------|
| General.....                                         | 3200 |
| General Classification Test (GCT).....               | 3138 |
| Geo-Location Code (GLC).....                         | 3139 |
| Geo-Location Date Current Tour Began (GEO DCTB)..... | 3140 |
| Grade Correction/Adjustments.....                    | 3141 |

H

|                                                                      |         |
|----------------------------------------------------------------------|---------|
| Heroism Pay Flag.....                                                | 3217    |
| HQMC Unique Data Element Input Responsibility.....                   | Chap. 2 |
| HQMC Unique Unit Diary Reporting of Individual Data<br>Elements..... | Chap. 3 |

I

|                                                                                                |      |
|------------------------------------------------------------------------------------------------|------|
| Intended Military Occupational Specialty (IMOS).....                                           | 3142 |
| Intended Transfer Date (ITD).....                                                              | 3143 |
| Intermediate Monitored Command Code/Intermediate<br>Monitored Command Code EDA (IMCC EDA)..... | 3144 |

J

|                                                   |      |
|---------------------------------------------------|------|
| Joint Military Occupational Specialty (JMOS)..... | 3145 |
|---------------------------------------------------|------|

L

|                                                              |      |
|--------------------------------------------------------------|------|
| Language Proficiency Test (LPT).....                         | 3146 |
| Last Monitored Command Code (LMCC).....                      | 3147 |
| Last Monitored Command Code Date Detached (LMCCDD).....      | 3148 |
| Lineal Control Number, Permanent Grade Warrant Officers..... | 3149 |
| Lineal Control Number, Present Grade (Officer).....          | 3150 |
| Lineal Footnotes.....                                        | 3151 |

M

|                                               |      |
|-----------------------------------------------|------|
| Mandatory Retirement/Separation Date.....     | 3218 |
| Marine Corps Institute (MCI) Courses.....     | 3152 |
| Medical Service Group/Authorization Held..... | 3153 |
| Mental Incompetency Flag.....                 | 3219 |
| Missing In Action (MIA).....                  | 3154 |
| Monitored Command Code, Present.....          | 3155 |
| Months Attended A Service Academy.....        | 3156 |

O

|                                             |      |
|---------------------------------------------|------|
| Operational Flying Gates (OPFLY GATES)..... | 3157 |
| Operational Flying Time (OPFLY TIME).....   | 3158 |



P

|                                                                                                 |      |
|-------------------------------------------------------------------------------------------------|------|
| Percent Disability.....                                                                         | 3219 |
| Permanent Change of Station Code (PCSC).....                                                    | 3159 |
| Permanent Grade.....                                                                            | 3160 |
| Physical Evaluation Board Index Number.....                                                     | 3221 |
| Precedence Number.....                                                                          | 3161 |
| Preference of Duty.....                                                                         | 3162 |
| Present Tour Control Factor (PTCF).....                                                         | 3163 |
| Projected Training Completion Date/Intended Military<br>Occupational Specialty (PTCD/IMOS)..... | 3164 |
| Promotions, Present Grade.....                                                                  | 3165 |

R

|                                                                                    |      |
|------------------------------------------------------------------------------------|------|
| Reason For Transfer Code (RFTC).....                                               | 3166 |
| Reason For Transfer Flag (RFTF).....                                               | 3167 |
| Reporting Unit Codes (RUC) Assignment.....                                         | 2002 |
| Request FMCR/Retirement that has been Approved.....                                | 3222 |
| Request FMCR/Resignation/Retirement that has been<br>Disapproved.....              | 3223 |
| Request FMCR/Resignation/Retirement that are Pending....                           | 3224 |
| Request Held in Abeyance.....                                                      | 3225 |
| Request FMCR/Resignation/Retirement that has been<br>Withdrawn.....                | 3226 |
| Reserve Component Survivor Benefit Plan (RCSBP).....                               | 3227 |
| Reserve Retirement Request Pending Reenlistment/<br>Extension/Retirement Flag..... | 3228 |
| Responsibility for Systems Management and Operation....                            | 1002 |
| Retired Pay Grade Code.....                                                        | 3230 |
| Retirement Eligibility Requirement Met.....                                        | 3229 |
| Retirement/Separation Law Code.....                                                | 3231 |
| Running Mate .....                                                                 | 3168 |

S

|                                                                         |      |
|-------------------------------------------------------------------------|------|
| School Entry.....                                                       | 3169 |
| Selected Grade Code (HQMC).....                                         | 3170 |
| Selected Grade Status (to SNCO and Officer).....                        | 3171 |
| Selected Grade Status (to Private First Class Through<br>Sergeant)..... | 3172 |
| Sent 20 Year Letter Effective Date.....                                 | 3232 |
| Service Date.....                                                       | 3173 |
| Source of Entry.....                                                    | 3174 |
| Special Grade Data.....                                                 | 3175 |
| Specific Responsibilities.....                                          | 1003 |
| Start Suspended Status Effective Date.....                              | 3233 |
| Status Changes (Administrative) (Officers Only).....                    | 3176 |

T

|                                                                                        |      |
|----------------------------------------------------------------------------------------|------|
| Temporary Disability Retired List to Fleet Marine Corps<br>Reserve Effective Date..... | 3234 |
| Temporary Disability Retired List to Permanent<br>Disability Retired List.....         | 3235 |
| Temporary Disability Retired List to Retired Effective<br>Date.....                    | 3236 |
| Total Active Constructive Service.....                                                 | 3237 |
| Total Active Military Service.....                                                     | 3238 |
| Total Career Service Pay.....                                                          | 3239 |
| Total Commissioned Service.....                                                        | 3240 |
| Total Constructive Service.....                                                        | 3241 |
| Total Cruise Service.....                                                              | 3242 |
| Total Inactive Service.....                                                            | 3243 |
| Total Military Service.....                                                            | 3244 |
| Total Multiplier Service.....                                                          | 3245 |
| Total Qualifying Service.....                                                          | 3246 |
| Training/School Obligation Date.....                                                   | 3177 |
| Transfer Orders (By-Name) for Permanent Change of<br>Station (Record/SDA Input).....   | 4001 |
| Transfer Orders (By-Name) for Permanent Change of<br>Station (Unit Diary Input).....   | 4002 |

U

|                             |      |
|-----------------------------|------|
| Unit Diary Preparation..... | 3101 |
|-----------------------------|------|

V

|                                   |      |
|-----------------------------------|------|
| Veterans Administration Code..... | 3247 |
|-----------------------------------|------|

W

|                                               |      |
|-----------------------------------------------|------|
| Waiver Flag (Formerly Aeronautical Flag)..... | 3178 |
|-----------------------------------------------|------|